

1937-16

President Rita Stroempl called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, May 12, 2016 at 7:24 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Steve Lavelle, Linda Rakvic, Becky Schaltenbrand, John Williams and Rita Stroempl. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, and managers Linda Janesz, Nick Kelley, Dianne Russell and Sybil Wendling. The meeting was late in starting, due to everyone's attendance at the Avon Lake Community Council awards program in the Waugaman Gallery. Assistant Director Gerry Vogel was presented with the Citizen of the Year Award for his work on the restoration of the Folger Home.

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

Betsey Bell moved and Becky Schaltenbrand seconded to adopt Resolution #2395-16, approving the minutes of the regular meeting of April 14, 2016.

Call for Vote: All Ayes

Motion Carried

The following financial report for April, 2016 was presented and placed on file.

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 179,763.24	\$ 225.30
Expense MTD	\$ 186,066.97	\$ 5.00
Unexpended Balance	\$ 1,504,757.91	\$ 718,156.28

Total Unexpended Balance All Funds \$2,222,914.19

Fiscal Officer's Report: Lorie gave an overview of financials for April. Betsey inquired about the zero balance in the outsourced services line item. Lorie had posted some invoices to the wrong account; she will correct it. John advised that 70 percent of the cost of technology is the operation and maintenance of the system, and not the actual purchase price. Lorie detailed a change in distribution of telephone and communication line items.

Steve Lavelle moved and John Williams seconded to adopt Resolution #2396-16, approving the Fiscal Officer's April, 2016 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Gifts: The Endowment Fund received \$530.00 in memory of Patricia A. Byron and Richard Huber, as follows:

In memory of Patricia A. Byron – Gold leaf on Donor Tree

- \$200.00 Jeffrey Byron
- \$100.00 Mark & Christine Spaetzel
- \$100.00 Mary Elizabeth Wagner & Kurt Striffler
- \$100.00 T. & C. Frie

Books on Airplanes – In memory of Richard Huber

\$30.00 Coke Huber Family

2395-16
Approve minutes
of regular
meeting

2396-16
Approve
financial reports

Betsey Bell moved and Linda Rakvic seconded to adopt Resolution #2397-16, accepting gifts to the Avon Lake Public Library Endowment Fund totaling \$530.00.

Call for Vote: All Ayes

Motion Carried

Director's Report: Summer reading begins on Wednesday, June 1. The Children's theme is "ALPL Had a Farm." The Children's garden has been prepped, and planting has begun. Steve and Mary attended the OLC Trustees Dinner on April 26. Steve commented that he found interesting the information about the part Ohio's public library community has played in the expansion of eBook sales to libraries by the (reluctant) publishers. Mary shared several articles from the *Columbus Dispatch* that resulted from the release on April 13 of OLC's report, "The Return on Investment of Ohio's Public Libraries & A Comparison with Other States." The report confirms that Ohio's libraries are good for their local economies.

Statistics: Monthly circulation aside, Mary offered revised numbers for library attendance from those sent in the Board packet. Mary reviewed the two monthly counts for attendance: the Greeters' "manual" count and the electronic door count. The Greeters count traffic a total of 12 – 16 hours per week; this number is then extrapolated by Jill to get a monthly count of foot traffic. The electronic count captures any "tight" group of people entering the building as one person. The electronic count can never be more than the reality of how many people come through the door. Therefore, Mary and the managers agreed that, monthly, if the electronic count is higher than the Greeters' count, the electronic count will be used. If the Greeters' count is higher, the two numbers will be averaged for that month's attendance count. As per the revised numbers for the first four months of the year, library attendance is down one percent as opposed to the original 10 percent.

Unfinished Business

2016 – 2019 Strategic Plan: Mary noted a deletion and an addition to the Goals and Objectives of the proposed plan. The deletion was the term "cross-training" in Objective 1.2.B in Goal 1.2 under Communication. Mary explained that some cross-training has been ongoing for several years now as some employees work between two departments, i.e., two Circulation Specialists work one day per week in Technical Services, and several employees from the Children's department work at the Information desk on Sundays. Due to the collective bargaining agreement and a concern about working outside of pay grades, Mary believes that we've done as much cross-training as we can. However, "shadowing" opportunities will be scheduled for those employees who would like to see how other departments do their work.

The addition is Objective 4.1.D under the Services goal, "expand in-house programming." As Mary was adding Activities to the plan, resulting from brainstorming with the managers, she observed that many of them were specific to this area. Mary explained that once the goals and objectives of the plan were approved, the plan with the activities would be sent back to the staff for their review [of the activities]. The trustees commented that it was a well thought-out document.

Steve Lavelle moved and Linda Rakvic seconded to adopt Resolution #2398-16, approving the Goals and Objectives of the Library's 2016-2019 Strategic Plan, and the addition of "a commitment to fostering a healthy and positive workplace culture" to the statement of library values.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

New Business

2017 Budget hearing: Lorie and Mary met with the Finance and Audit Committee (Steve; Linda was unable to attend) to review the 2017 proposed appropriations budget. Lorie explained that we used the certified amount of \$2,197,808 from the County Auditor for revenue from the operating levy, and decreased the certified PLF amount to reflect anticipated reduced revenue to the State's General Revenue Fund in 2017.

The 2017 budget is based, for the most part, on the 2016 budget. Salaries and benefits were increased by three percent; Lorie pointed out the reduction in the health insurance line item, reflecting the on-going turnover in staff due to retirements and their replacement with younger employees who do not cost as much to insure. We increased legal services to \$25,000 as we have contract negotiations in 2017. We decreased printing because now we know what the three annual program booklets actually cost. Technology software was increased to budget for a new financial software package in 2017.

As Chair of the Finance and Audit Committee, Steve Lavelle moved and seconded Resolution #2399-16, approving the 2017 Proposed Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for \$1,882,275

2000/Supplies for \$33,000

3000/Operations/Contracts for \$474,112

4000/Materials for \$300,000

5000/Capital Outlay for \$69,500

7000/8000/Other for \$149,315

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for a General Fund total of \$2,908,202 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,108,202, 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

Steve Lavelle moved and Linda Rakvic seconded Resolution #2400-16, appointing Jason Mahon as a part-time Security Officer (Grade 15) at an hourly rate of \$16.00, effective May 9, 2016.

2400-16
Appoint Security
Officer

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 Linda Rakvic seconded Resolution #2401-16, appointing Constance Devadoss, Christine Geis and Mary Jo Mumford as Public Service Substitutes I (Grade 12), each at an hourly rate of \$11.11, effective May 2, 2016.

2401-16
Appoint three
Public Service
Substitutes

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Steve Lavelle moved and Linda Rakvic seconded Resolution #2402-16, to convene to executive session at 7:55 p.m. for the purpose of discussing several administrative personnel issues.

2402-16
Approve
Executive
Session

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

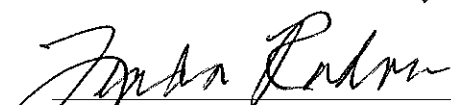
Bell	AYE
Kowalski	AYE
Lavelle	AYE
Rakvic	AYE
Schaltenbrand	AYE
Stroempl	AYE
Williams	AYE

The regular meeting resumed at 8:26 p.m. The trustees instructed Mary to post in-house and via Jill's press releases, the trustee position that will be open, following Linda Rakvic's move out of state after the June Board meeting. The trustees hope to interview in late July with the new trustee being sworn in at the September 8 Board meeting. The trustees decided not to meet in August.

With no further business to discuss, the meeting adjourned at 8:26 p.m. The next meeting of the Avon Lake Public Library Board of Trustees is Thursday, June 9, 2016 at 7:00 p.m.



Rita Stroempl, President



Linda Rakvic, Vice-President