

President Howard Lane called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, November 12, 2015 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Howard Lane, Steve Lavelle, Rebecca Schaltenbrand, and Rita Stroempl. Linda Rakvic was absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, and managers Linda Janesz, Nick Kelley and Dianne Russell, Assistant Director Gerry Vogel, and Public Relations Coordinator Jill Ralston.

Adjustments to the agenda: Mary advised that she had added one item under New Business – new Item E. Mary noted that everyone had a copy of the revised agenda.

Steve Lavelle moved and Holly Moore Kowalski seconded to adopt Resolution #2345-15, approving the minutes of the regular meeting of October 8, 2015.

2345-15
Approve minutes
of regular
meeting

Call for Vote: All AYES

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 60,502.50	\$ 85.86
Expenses MTD	\$ 300,692.85	\$ 40,194.05
Unexpended Balance	\$ 1,388,637.09	\$ 542,122.72
Total Unexpended Balance, All Funds		\$ 1,930,759.81

Fiscal Officer's Report: Lorie reviewed the Bank Report, noting under Revenue, the negative number reflects year to date revenue exceeding the amount budgeted. Revenue is running close to or ahead of certification. The Expense Report indicates that we have no significant issues; Materials has \$18,000 remaining unencumbered. Betsey asked about an expense for Shaw Integrated Solutions, and Mary advised that this invoice was for the material, labor and installation of the carpet we recently installed in Technical Services, Administration and Discovery Works.

Rita Stroempl moved and Holly Moore Kowalski seconded to adopt Resolution #2346-15, approving the Fiscal Officer's October, 2015 report and monthly financial statements.

2346-15
Approve financial
reports

Call for Vote: All AYES

Motion Carried

Gifts: There was one gift to the Library of \$50 from Pamela Ebert, and one gift to the Endowment Fund of \$100 for a copper leaf on the Donor Tree from Erma Haverback (wife of the late Bob Haverback, a former Library Trustee, 1998-2004.)

2347-15
Accept gifts

Betsey Bell moved and Rita Stroempl seconded to adopt Resolution #2347-15, accepting gifts of \$50.00 to the Library, and \$100.00 to the Endowment Fund.

Call for Vote: All AYES

Motion Carried

Director's Report: Mary touched on the Avon Lake Homecoming festival that was held at the beginning of October. Mary advised that the Friends made \$300.00 from the obsolete equipment sale. New exterior lighting was installed and operational before the Trail of Haunted Tales on October 17.

Statistics: Dianne Russell has built a new spreadsheet. Cumulative totals had stopped adding to the total. We now have the actual total through October. Circulation is down about 7 percent and attendance is down about 5 percent. The electronic counters were down for most of October due to a battery issue. Our Greeters still perform a manual count, and we used those numbers.

Unfinished Business

2016 Levy campaign update: Mary, Holly and Rita attended the school board meeting on December 3; the school board passed Resolution #3, which enables the Library's ballot issue, its operating levy, on March 15, 2016. However, there was a snag when Mary and the school fiscal officer, Autumn Streng, delivered the paperwork to the County Auditor's office, prior to filing it with the Board of Elections. Unlike the #3 resolutions approved on behalf of the Library in 2006 and 2011, this resolution did not state who would pay for the Library's share of the election (the Library, of course). Our mutual attorney, Michael Sharb, suggested to the County Auditor's office that the library board approve a resolution at their November 12 meeting, stating that the Library would pay the election expenses. The County Auditor's office wants the language in Resolution #3, not in a separate resolution. (Note, there is no requirement in Ohio election law that election fees be stated anywhere in the mandatory resolutions.) Attorney Sharb will revise Resolution #3 to include language that spells out who is responsible for the election fees and that repeals the original Resolution #3. The school board will approve it at their December 8 meeting, which gives Mary and Autumn sufficient time to file the paperwork prior to the December 16 deadline. Mary will attend the school board meeting but did not think it was necessary for any trustees to do so, also.

Mary and Jill Ralston would like to hold an organizational meeting of the Political Action Committee (Citizens for Avon Lake Public Library) in early December with a follow-up meeting in January and a wrap-up meeting in late March. They have already outlined a campaign plan. Mary asked Holly to serve as PAC Chair – Holly agreed. Bob Murphy will continue to serve as PAC treasurer. He is spending the winter in Florida but Mary has arranged for another local banker, Matt Knotts, to sign checks and pay PAC invoices. As we have kept the PAC open since the 2011 campaign, there are sufficient funds to cover the campaign.

New Business

Circulation Policy addition: Dianne Russell reviewed an addition to the Circulation Policy, explaining that there is a group of students that got their library cards blocked as children. The “limited access card” will enable them to have Library privileges. Rita noted that this might help with the negative statistics in the Young Adult area. Dianne added that we do have children who come without a parent that we can now give a “limited access card” to. We also send a letter to the parents about the limited card: Dianne advised that with these “limited access cards” students have access to only five items. Mary assured the trustees that students are not sent to collections. Dianne advised that if the student stays in good standing, they can access a library card as soon as they turn 18.

Betsey Bell moved and Rebecca Schaltenbrand seconded Resolution #2348-15, approving the addition of “limited access card” language in Sections 8 and 9 of the Circulation Policy, regarding library cards.

2348-15
Accept
Circulation Policy
Addition

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

New Cleaning Service: Mary noted that Elyria Maintenance Company had gone out of business, and given us six weeks notice to find a new cleaning company. According to the by-laws, if a regular expenditure of \$10,000 or more increases by more than 20 percent, it needs Board approval. Mary and Marty had gotten three quotes. Center Cleaning Services of Columbia Station is our new cleaning service. Competitive pricing indicates we won’t be able to have the building cleaned for \$24,000 per year in the future. Marty is working with the new cleaners. Steve inquired about Gergley’s Maintenance King. Mary advised that Gergley’s Maintenance King does our carpet cleaning and we purchase supplies from Gergley’s, but there was too much turnover with the people who were cleaning. Center Cleaning Services had good references.

Steve Lavelle moved and Betsey Bell seconded Resolution #2349-15, approving Center Cleaning Services as the outsourced building cleaner, effective 2 November, 2015.

2349-15
Approve Center
Cleaning Services

A Roll Call Vote Was Taken: Five Ayes, One Abstention Motion Carried

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

2016 Temporary Appropriations Budget: Mary stated that the Temporary Appropriations Budget is the same as the proposed budget presented in May; It also includes the \$200,000 appropriation from the Building Fund for another HVAC unit, new self check machines, and possible lower level re-carpeting. (That carpet is 22 years old.)

2350-15
Approve
Temporary
Appropriations
Budget

Betsey Bell moved and Steve Lavelle seconded Resolution #2350-15, approving the 2016 Temporary 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 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
Lane	AYE
Lavelle	AYE
Rakvic	Absent
Schaltenbrand	AYE
Stroempl	AYE

1903-15

Trustee Reappointment: Betsey has agreed to serve another seven year term on the Avon Lake Public Library Board of Trustees. Mary noted that her re-appointment has to go to the School Board for approval.

Steve Lavelle moved and Rita Stroempl seconded Resolution #2351-15, requesting the re-appointment by the Board of Education of the Avon Lake City Schools of Betsey Bell to the Avon Lake Public Library Board of Trustees for a 7-year term, commencing 1 January 2016 through 31 December 2022.

2351-15
Approve Board
Member
reappointment

A Roll Call Vote Was Taken: All Ayes, Motion Carried

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

Endowment Fund requests: Mary asked the Board to consider spending interest earned on the Endowment Fund for several items. As our local history collection continues to grow, so does the need for additional preservation materials. Assistant Director Gerry Vogel, with help from Nadge Herceg, has determined that they need about \$1,000 for acid free boxes and folders.

David Jansheski grew up in Avon Lake and was a gifted printmaker with a national reputation. He died in 2014 at the age of 59. With no heirs for the unsold body of his work, he had set up a donor advised fund at the Community Foundation of Lorain County prior to his death. This fund supports the arts in Lorain County. After viewing much of his work, which is temporarily in the keeping of the late artist's friends (The Palmers), Mary asked the Board to approve the purchase of two of his prints – large tulips, approximately 30" x 31". Each print is \$900 but because the purchase is for the Library, the Palmers discounted each print 50 percent, or two for the price of one. And so enamored was Mary of a small fish print (\$75 value) that the Palmers gave the Library an artist's proof of the print at no cost. Mary commented that the tulips will probably be hung in Fiction, and that she will bring a quote for the framing, also from the Endowment Fund, to a Board meeting in the New Year. Steve commented that the framing will probably cost more than the prints, and Mary agreed.

Rebecca Schaltenbrand moved and Betsey Bell seconded Resolution #2352-15, approving the expenditures of \$1,000 for preservation materials for the local history collection, and \$900 for the purchase of two prints by the late artist David C. Jansheski who grew up in Avon Lake and made a name for himself in the world of printmaking, from interest earned on the Avon Lake Public Library Endowment Fund held by the Community Foundation of Lorain County.

2352-15
Approve
Endowment Fund
Request

1904-15

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Howard Lane appointed Rita and Holly to the Nominating Committee for the 2016 Board officer positions.

2353-15
Approve
Executive Session

Howard Lane moved and seconded Resolution #2353-15, to convene to executive session at 7:55 p.m. to discuss a personnel issue, regarding an employee's sick leave.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

The executive session ended at 8:12 p.m. Mary asked that the trustees approve the transfer of 450 sick leave hours from her bank to that of Page Supervisor Susan O'Malley who is recovering from major surgery. Sue has been dealing with a serious illness over the past several years; as of this latest surgery, she was left with very little sick leave. The transfer of 450 hours still leaves Mary with sufficient sick leave to cover whatever illness, etc., may come her way in the next year or so. Mary plans on retiring in the near future.

2354-15
Approve Sick
Leave Transfer

Steve Lavelle moved and Betsey Bell seconded Resolution #2354-15, approving and ratifying the one-time transfer of 450 hours of Sick Leave from the Sick Leave Bank of Director Mary Crehore to the Sick Leave Bank of non-bargaining employee Susan O'Malley.

A Roll Call Vote Was Taken:

All Ayes,

Motion Carried.

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

Trustee Howard Lane is leaving the Board at the end of the year as he and his family are relocating to Grafton. The trustees had interviewed trustee candidates in January 2015, so they reviewed candidate applications from that set of interviews. Mary was instructed to contact John Williams to see if he was still interested in serving as a Library trustee.

Mary informed the trustees that she is planning on retiring in 2016, most likely at the end of the calendar year. She promised to give the Board six months' notice. Mary opined that she was confident that the trustees could conduct their own director search. Mary offered to write the ad and place it on several statewide library websites. As library jobs in Ohio are considered prime opportunities by librarians from all over the country, these websites are frequently visited for job postings. Howard asked if Mary knew of library administrators they could "head hunt" – she does. Mary also shared Lorie's idea of appointing an ad hoc committee of several trustees and four or so members of the staff to discuss the current job description for the Director, and to create a list of attributes they want the new director to possess. Interviewing and selection will remain the purview of the trustees.

With no further business to discuss, the meeting adjourned at 8:40 p.m. The next meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, December 10, 2015. The Board's organizational meeting for 2016 will immediately follow the regular meeting.



Howard Lane, President

Linda Rakvic, Secretary