

1851-15

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

There was one adjustment to the agenda, under New Business: add item D. regarding the Local History Room. There were no comments from the public.

Rebecca Schaltenbrand took the oath of office and was sworn in as a new library trustee.

Holly Moore Kowalski moved and Rita Stroempl seconded to adopt Resolution #2291-15, approving the minutes of the regular meeting of January 15, 2015.

2291-15  
Approve minutes  
of regular

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 59,161.26	\$ 173.46
Expense MTD	\$ 199,027.29	\$ 176,120.01
Unexpended Balance	\$ 607,891.93	\$ 880,243.73
<b>Total Unexpended Balance All Funds</b>	<b>\$ 1,488,135.66</b>	

**Fiscal Officer’s Report:** Lorie Scheer gave a general overview of revenue and expense accounts. Lorie commented on a recurring charge to account number 101-100-53780/Banking Fees, which is a credit card processing fee. Under account number 100-100-55500/Furniture and Equipment, we had \$2,000 budgeted for 2015. Lorie noted that we purchased additional lateral files for music CDs and we are over budget. This will require transferring funds later in the year.

Holly Moore Kowalski moved and Betsey Bell seconded to adopt Resolution #2292-15, approving the Fiscal Officer’s January, 2015 report and monthly financial statements.

2292-15  
Approve  
financial reports

Call for Vote: All Ayes

Motion Carried

**Gifts:** There were four gifts to the Endowment Fund in January, 2015 as follows:

In memory of Ida Beletti Horning:

\$50.00 from North Coast Decorative Arts – Memorial books (Children’s books)

\$20.00 from Linda Zimmerer

In memory of Virginia Tata:

\$25.00 from Rotary Club of Avon/Avon Lake – Memorial book

In memory of Richard Lee Crooks:  
\$25.00 from Rotary Club of Avon/Avon Lake – Memorial book

A total of \$120.00 was received in gifts for January 2015.

2293-15  
Approve gifts

Betsey Bell moved and Steve Lavelle seconded to adopt Resolution #2293-15, accepting gifts to the Endowment Fund.

Call for Vote: All Ayes

Motion Carried.

**Director's Report:** Mary outlined meetings to be held in February, 2015 with State Legislators. Mary invited the trustees to attend a meeting with State Senator Gayle Manning and State Representative Nathan Manning on February 27 at the North Ridgeville branch of the Lorain Public Library System. Discussion of the Governor's proposed budget, including proposed reductions in state income tax, were the highlights. Mary also noted that the Lorain County Public Library Trustees meeting will be held on March 26 in Amherst, and that the Ohio Library Council Trustees Dinner is Wednesday, April 29, which is the day after our OLC Legislative Day in Columbus (April 28). Betsey highly recommended trustee attendance at any of these meetings.

Mary advised that the Library will premiere a roving display of Whitey, the piebald buck, who recently passed away, and is currently at a taxidermist. Betsey inquired about child safety, and Mary noted that Whitey will be in a large Plexiglas case, large enough to include Whitey's rack. Mary surmises that this display will bring an uptick in visitors to the Library. The funding to preserve Whitey is coming from donations to Love-a-Stray Rescue. She recently met with its executive director, Connie Paine Field, who is in charge of the roving display.

**Statistics:** Mary detailed that our January statistics this year were down over last year, which could be due to the weather and the building renovation. Mary is expecting an increase in attendance in the coming months. Mary noted that the self-check machines were non-operational almost the entire month of January, 2015.

Mary advised that our holdings are at 138,000 items, and that we stay on top of our collection: we weed, we add. Betsey asked if the books we remove are all given to the Friends of Avon Lake Public Library for the annual sale, noting 2,600 items seemed high. Mary stated that the figures include digital media, and newspapers and magazines, but the majority is still books.

**Unfinished Business:** Mary gave an update on the building renovation project, detailing that construction is nearly finished. A week from Friday (February 20) all trades will be here to resolve the punch list. The trailer may be gone by the end of the month, weather permitting. The second trailer has been picked up. Mary noted that the Young Adult desk, two large laminate countertops and a huge safe/filing cabinet will be picked up by Habitat for Humanity; the desk had been offered to other libraries. We will have an obsolete equipment and furniture sale in the near future. Mary advised that the Mount Vernon, Ohio

library took a few items, and that there are pieces we will keep for future use. New furniture is 6-8 weeks out. Reupholstered furniture will be brought back in batches, with the first batch to arrive on Monday, February 16.

Mary advised that a tentative date of Sunday, March 29 is a possibility for a celebratory open house. Mary noted that the open house is contingent on the arrival of new furniture.

Mary also reported the return of the fish to the Children's tank on February 27!

**New Business:** Mary reviewed several additions to the Circulation Policy, regarding library cards. The addition to item 4. requires a library card applicant to state their date of birth if it is not included on their photo identification. Mary asked Circulation Services Manager Dianne Russell to explain the reasoning behind this. Dianne stated that this is a way to check for duplicate cards, and if a patron is sent to collections, it helps Unique Management identify the correct patron. Rita asked how many patrons are sent to collections. Mary responded that it is a small percentage, and the return on investment is \$10 (in payment or returned materials) for every \$1 we spend with Unique Management. Dianne also mentioned that if a prospective patron does not want to give their date of birth, we are not insistent upon it. The addition of item 10. addresses patrons who do not have their library cards with them. In order to ensure that we are checking out materials to the correct patron, staff will ask the patron to verify who they are by providing their alternate identification (i.e., password) or photo identification. Also, this item does not permit a patron to use another family member's card if the card is not with them. Mary explained that parents who have blocked cards often use their children's cards to check out materials – and vice versa.

Holly Moore Kowalski moved and Betsey Bell seconded to adopt Resolution #2294-15, approving the addition to item 4. and the inclusion of item 10. to the Circulation Policy, as presented by the Director.

2294-15  
Approve  
Circulation  
policy additions

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Mary reviewed the list of obsolete equipment and furniture. Mary thanked Jill Ralston for compiling the list. Discussion of several items on the list ensued, and whether they were viable products. Many of the items on the list are no longer operational.

Howard Lane moved and Rita Stroempl seconded to adopt Resolution #2295-15, approving the listing of obsolete equipment and furniture for sale, donation or responsible disposal with proceeds over \$599.00, benefitting the Friends of Avon Lake Public Library.

2295-15  
Approve  
obsolete  
equipment/  
furniture listing

1854-15

Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Mary outlined a letter from the Community Foundation of Lorain County, detailing 2015 funds available for charitable, educational, or scientific purposes. Mary noted that we have \$17,594.87 in interest funds available, and in the past, the trustees have voted to hold it for future distribution. We have used it from time to time for things like art restoration. Mary would prefer to hold the funds for just such an expense.

2296-15  
Approve  
Endowment  
Fund distribution

Howard Lane moved and Linda Rakvic seconded to adopt Resolution #2296-15, approving the recommendation to the Community Foundation of Lorain County that the income of \$17,594.87 earned on the Avon Lake Public Library Endowment Fund be held for distribution at a later date.

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Mary detailed a recent phone call she received from Los Angeles whereby the caller inquired about any naming opportunities of rooms in the Library. The caller grew up in Avon Lake; her parents still live here. Mary shared information about the building renovation and the addition of a room dedicated to the Library's local history collection. The caller mentioned a possible gift of \$10,000 in exchange for naming rights in honor of the family's mother. Mary spoke with Assistant Prosecuting Attorney Gerry Innes about documentation she should have if this opportunity goes forward. (Mary will send the caller information about the room, with photographs.) Gerry advised that a letter of intent, stating the monetary amount in exchange for the naming rights, should be obtained from the family. The trustees should also pass a resolution, accepting the gift and the terms. Although the Local History Room is not completed, there is a possibility that the naming event could come about rather quickly as the caller may be in town in early March.

1855-15

Therefore, Howard Lane moved and Betsey Bell seconded to adopt Resolution #2297-15, accepting a gift of \$10,000 to Avon Lake Public Library from the Family of Marybelle Arnold in exchange for naming rights of the new Local History Room, on condition of receipt by the Director of a letter from the Arnold family stating said amount.

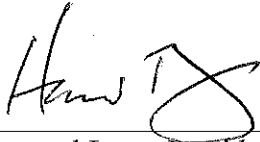
2297-15  
Accept gift in  
exchange for  
naming rights of  
Local History  
Room

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

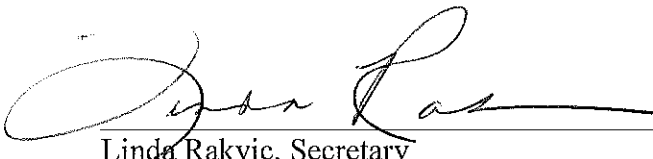
Bell	AYE
Kowalski	AYE
Lane	AYE
Lavelle	AYE
Rakvic	AYE
Schaltenbrand	AYE
Stroempl	AYE

With no further business to discuss, the meeting adjourned at 7:51 p.m. The next regular meeting of the Avon Lake Public Board of Trustees will be Thursday, March 12, 2015 at 7:00 p.m.



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Howard Lane, President



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Linda Rakvic, Secretary