

President Howard Lane called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, January 15, 2015, at 7:01 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Howard Lane, Steve Lavelle, and Rita Stroempl. Linda Rakvic was absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, Assistant Director Gerry Vogel, managers Nick Kelley, Dianne Russell and Sybil Wendling, and Marketing/Public Relations Coordinator Jill Ralston. Also in attendance was Rebecca Schaltenbrand, an Avon Lake resident and trustee candidate.

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

2282-15
Approve minutes
of regular
meeting

Betsey Bell moved and Holly Moore Kowalski seconded to adopt Resolution #2282-15, approving the minutes of the regular meeting of December 11, 2014.

Call for vote – All AYES, Motion Carried

2283-15
Approve minutes
of organizational
meeting

Rita Stroempl moved and Holly Moore Kowalski seconded to adopt Resolution #2283-15, approving the minutes of the 2015 organizational meeting of December 11, 2014.

Call for vote – All AYES, Motion Carried

Fiscal Officer’s Report: Lorie detailed a report showing end of the year transfers to accounts that required additional funding.

Steve Lavelle moved and Betsey Bell seconded to adopt Resolution #2284-15, ratifying prior cross millennium transfers, as presented by the Fiscal Officer.

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

2284-15
Ratify prior cross-
millennium
transfers

Bell	AYE
Kowalski	AYE
Lane	AYE
Lavelle	AYE
Rakvic	ABSENT
Stroempl	AYE

The following financial report for December, 2014 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 71,112.45	\$ 250,161.78
Expense MTD	\$ 471,621.39	\$ 113,641.64
Unexpended Balance	\$ 747,757.96	\$1,056,190.28
Total Unencumbered Funds	\$ 1,803,948.24	

1848-15

Discussion ensued about encumbered funds and our standing for 2015. Lorie advised that we did very well on property tax collections, and received a nice refund from the NOLA Trust Fund the (Northern Ohio Library Association). Mary offered that for many years there were seven regional library systems in Ohio. In the early 2000's, they were reduced from seven to four, by the State Library of Ohio.

Lorie further detailed the General Fund and the Building Fund, and year to date totals of receipts and expenses.

2285-15
Approve financial
reports

Rita Stroempl moved and Betsey Bell seconded to adopt Resolution #2285-15, approving the Fiscal Officer's December, 2014 report, and monthly financial statements.

Call for vote – All AYES,

Motion Carried

Gifts: There was one gift to the Library in December, 2014 of \$100.00 from North Coast Decorative Arts.

2286-15
Approve gifts

Holly Moore Kowalski moved and Betsey Bell seconded to adopt Resolution #2286-15, accepting the gift of \$100 from North Coast Decorative Arts.

Call for vote – All AYES,

Motion Carried

Director's Report: Mary outlined the year in review, in terms of trustee accomplishments. She advised that the editorial and article about the PLF were in the *Morning Journal* in December 2014, near the holidays. Holly noted that Mary was quoted on the front page of the paper. Mary has sent the article and two editorials to the Ohio Library Council in Columbus.

Statistics: Mary advised that the final circulation for 2014 was just over 600,000, down a bit from last year. Mary noted that we may see an uptick in the near future due to the renovation and rearrangement of collections. In addition, the Library offered a good deal more programming in 2014, and that attendance at programs had increased.

Mary encouraged the trustees to see the newly re-installed lighting. Rita asked about an open house and Mary detailed that we are about eight weeks away from completion due to the delivery of new and reupholstered furniture. Mary stated that we will definitely have an open house, probably in late March or early April. Mary noted that the self-check machines will be re-installed on Monday.

Unfinished Business

Building Renovation Update: Mary provided an update from her construction meeting that morning. We are nearing completion of the project. Millwork cannot be transported when the finish is tacky, due to the cold temperatures. Mary stated that Duane Van Dyke is sad to see the project end; he enjoyed working with our staff. Duane and Mary were both impressed with Crown Commercial Construction, who provided quality tradesmen for all

aspects of the job. We would not hesitate to recommend them to other libraries. New and reupholstered furniture is eight weeks out. Betsey inquired if Mary has had any comments from patrons. Mary has heard many positive comments from patrons.

New Business

New Furniture & Reupholstering: Mary detailed quotes for new furniture, and stated that Duane had solicited quotes from vendors for furniture and reupholstery. Mary detailed which furniture items were under state contract and those not included in the state contract. Mary outlined the reupholstering of furniture; we received two quotes and only one company could handle the quantity of work to be done. Rita stated she liked that Mary could envision a project, and move on it. Discussion about pickup and delivery and timing of these projects ensued. Mary also pointed out that Duane's initial budget for new and reupholstered furniture was \$50,600. The two quotes came in at \$49,850, so we are a little under budget on these two items.

Rita Stroempl moved and Holly Moore Kowalski seconded to adopt Resolution #2287-15, approving the quote from Ohio Desk of Cleveland for new furniture (task chairs, lounge chairs, tables and laptop carts), not to exceed \$34,000.

2287-15
Approve quotes
for new furniture

A Roll Call Vote Was Taken: All AYES,

Motion Carried

Bell	AYE
Kowalski	AYE
Lane	AYE
Lavelle	AYE
Rakvic	ABSENT
Stroempl	AYE

Betsey Belle moved and Rita Stroempl seconded to adopt Resolution #2288-15, approving the quote from Everything Furniture Repair of Fairport Harbor for reupholstering services (existing oak chairs, rocking chairs, lounge chairs, benches and stools), not to exceed \$16,000 for materials and labor.

2288-15
Approve quote
for reupholstering

A Roll Call Vote Was Taken: All AYES,

Motion Carried

Bell	AYE
Kowalski	AYE
Lane	AYE
Lavelle	AYE
Rakvic	ABSENT
Stroempl	AYE

1850-15

The trustees discussed the appointment of Rebecca Schaltenbrand to the Library Board. The Board received eight applications and interviewed five candidates. Mary noted that Rebecca's name will be submitted to the school board for appointment at their February 10, 2015 meeting, and she can be sworn in in at our next meeting on February 12, 2015.

2289-15
Approve new
Board Trustee

Steve Lavelle moved and Rita Stroempl seconded to adopt Resolution #2289-15, requesting the appointment by the Board of Education of the Avon Lake City Schools of Rebecca Schaltenbrand to the Avon Lake Public Library Board of Trustees for five years, which is the completion of a 7-year term, commencing February 2015 through 31 December 2019.

A Roll Call Vote Was Taken: All AYES,

Motion Carried

Bell	AYE
Kowalski	AYE
Lane	AYE
Lavelle	AYE
Rakvic	ABSENT
Stroempl	AYE

2290-15
Approve new
non-student Page

Steve Lavelle moved and Betsey Bell seconded to adopt Resolution #2290-15, appointing Lynne Barth as a non-student Page (Grade 11) at an hourly rate of \$8.00, effective 1 December 2014.

Howard Lane discussed committee assignments. Betsey Bell and Steve Lavelle will serve as the Finance Committee, with Steve Lavelle as Chair. Holly Moore Kowalski will chair the Personnel Committee with Linda Rakvic as the other committee member. Rita Stroempl will chair the Building & Technology committee. New trustee Rebecca Schaltenbrand will be appointed to this committee also.

With no further business to discuss, the meeting adjourned at 7:35 p.m. The next regular meeting of the Avon Lake Public Board of Trustees is Thursday, February 12, 2015 at 7:00 p.m.

Howard Lane, President

Linda Rakvic, Secretary