

1560-10

President Larry Kovacs called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, January 14 at 7:18 p.m. Trustees in attendance were: Betsey Bell, Jim Clark, Jennifer Kennedy, Irene Keyse-Walker, Larry Kovacs, Holly Moore Kowalski and Steve Lavelle. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Cathi Fischbach, and managers Paula Shadle and Ed Zovack and Public Relations Coordinator Jill Ralston. Roseanne Lavelle was in the audience.

There were no adjustments to the agenda.

Ed Zovack, DiscoveryWorks Manager, asked to speak to the Board and was recognized. Ed spoke of his concern with the proposed change to the current Safe Child Policy: the Library defines a “responsible caregiver” as a person who is a minimum of 11 years of age. Ed does not agree with the proposed change on the grounds that, in his opinion, eleven years is not the appropriate age to be deemed a “responsible caregiver” when referring to DiscoveryWorks, which can be a hectic and chaotic area at times. Ed would prefer an older age to define a “responsible caregiver” in DiscoveryWorks. Larry thanked Ed for his comments and assured him that his suggestions would be taken into consideration when the matter was addressed later in the meeting.

Holly Moore Kowalski moved and Jennifer Kennedy seconded to adopt Resolution #1905-10, approving the minutes of the regular meeting of December 10, 2009

Call for Vote: All Ayes

Motion Carried

1905-10  
approve  
minutes of  
regular  
meeting

The following financial report for December, 2009 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 47,671.23	\$ 51.92
Expense MTD	\$197,731.96	\$ 2,865.20
Balance-Operating Funds	\$ 46,067.72	\$ 49,988.29
Balance-Investments	\$120,939.16	\$ 427,926.90
<b>Total Balance All Funds</b>	<b>\$644,922.07</b>	

After her presentation of the December 2009 financial reports, Lorie asked for questions or comments regarding the reports. Betsey asked why the revenue for “interest earnings” was estimated so high. Lorie explained that she assigns a total annual amount to “miscellaneous revenue” and randomly divides the total between the various “miscellaneous revenue” accounts. Since interest has been so low recently, Lorie conceded that we should have not estimated interest earnings as high as we did. Lorie went on to point out that our target revenue was changed three times in 2009 due to re-certification. Our target revenue was \$2,119,550 and the actual revenue exceeded the target by \$91,188. As revenue exceeded our target, we added this to our budget. Jim Clark questioned the entry for ice melt on the purchase order payment history report. He expressed concern that the cost was too high. Lorie explained that the description on the purchase order was misleading and she would research how many pounds of ice melt were actually purchased and make this known via e-mail to the Board. [Note: immediately following the meeting, Lorie sent an e-mail to the Trustees informing them that 25, 50 pound bags were purchased from The Salt Connection for \$221.25.]

**1561-10**

Lorie explained the request for an allocation of \$4,922.03 from the 5000 Reserve to the 3000 Reserve as per the 2009 Final Appropriations Budget. When reconciling the year-end appropriations, Lorie realized that at one point during the year, after transferring funds from the 5000 Reserve to the 3000 Reserve, the 3000 millennium exceeded the original appropriation. She was asking the Board to ratify this allocation. Irene Keyse-Walker moved and Holly Moore Kowalski seconded to adopt Resolution #1906A-10 ratifying an allocation of \$4,922.03 from the 5000 Reserve to the 3000 Reserve as per the 2009 Final Appropriations Budget.

**1906A-10**  
ratify  
allocation from  
5000 Reserve  
to 3000  
Reserve

A Roll Call Vote Was Taken: All Ayes Motion Carried  
Betsey Bell AYE  
Jim Clark AYE  
Jennifer Kennedy AYE  
Irene Keyse-Walker AYE  
Larry Kovacs AYE  
Holly Kowalski AYE  
Steve Lavelle AYE

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #1906B-10, approving the Fiscal Officer's December, 2009 financial reports and investments.

**1906B-10**  
approve  
financial  
reports and  
investments

A Roll Call Vote Was Taken: All Ayes Motion Carried  
Betsey Bell AYE  
Jim Clark AYE  
Jennifer Kennedy AYE  
Irene Keyse-Walker AYE  
Larry Kovacs AYE  
Holly Kowalski AYE  
Steve Lavelle AYE

Lorie made a request of the Board to approve an advance from the Building Fund to the General Fund. She reminded them we did this same advance in 2009. Since the first major revenue source of the year is the property tax check which arrives in mid March, we rely on the advance from the Building Fund in January and February. The advance is replaced when the property tax check is received. Betsey Bell moved and Jennifer Kennedy seconded to adopt Resolution #1907-10, approving an advance of \$100,000 from the Building Fund to the General Fund to cover first quarter expenses.

**1907-10**  
approve  
advance from  
Bldg. Fund to  
Gen.Fund

A Roll Call Vote Was Taken: All Ayes Motion Carried  
Betsey Bell AYE  
Jim Clark AYE  
Jennifer Kennedy AYE  
Irene Keyse-Walker AYE  
Larry Kovacs AYE  
Holly Kowalski AYE  
Steve Lavelle AYE

There were no gifts to the library in December.

1562-10

Director’s Report: We are currently in the process of tagging approximately 7,500 DVDs with RFID tags and entering them in the system. ITG gave us one pad for this purpose and has loaned us a second pad. A roll-out plan and a PR campaign have been devised. Flyers, signage, website information and “self-check ambassadors” are included in the PR campaign. We have a target date in mind for the end of February but that date will depend on how quickly we can tag the DVDs. Designer Christine Norberg from Vocon paid a courtesy call regarding the placement of the self-checks on the Circulation desk with attention to the placement of one for handicapped-accessibility. LCLAC has arranged several meetings with our state legislators as opportunities for library administrators and trustees to talk with them. The dates are: Friday, February 19 at 10:00 a.m. with Representative Matt Lundy, here at Avon Lake Public Library; and Friday, February 26 at 10:00 a.m. with Sue Morano, and possibly Representative Joe Koziura, at Lorain Public Library – Main. Mary encouraged the trustees to attend if possible. Mary had a conference call with Russ Crabtree, Holy Cow Consulting, Inc. re, a patron survey. Russ does not feel we need a full-blown survey. He thinks a one-page survey would suit our needs. Jim Clark asked if we could use e-mail as a means of surveying patrons. Mary said this would not be a random sampling of the Avon Lake population. Jennifer Kennedy stated that “branding” is becoming increasingly more important as a marketing tool. Mary will try to schedule Lorain County Auditor Mark Stewart for a Board meeting as early as March. Mary would like all resolutions, pertaining to the 2011 levy, approved at the December 2010 board meeting. The question was raised if it would be a good idea to put two separate levies on the ballot – one for building maintenance and another for operations. Mary said that would be a good question for Mark Stewart. All agreed that we will send questions to the auditor in advance of his attendance at a board meeting.

Statistics: Circulation is down 4.2% for the year and 4.3% month-to-date. Jim said we need to have an explanation for the drop in circulation when we start the levy campaign. Gerry commented that circulation statistics only tell part of the “story”. If you look at services and programs, you will see that percentages are up in these areas. Attendance in the Library is up 4.6% YTD and attendance in DiscoveryWorks is up 8.4% YTD. Computer instruction is up 38.9%. Jim suggested we move the services statistics to the top of the report. Others agreed that we need to make the statistics report more relevant and meaningful to the public.

There was no unfinished business.

New Business: Mary reviewed the changes to the *Patron Access to the Internet* policy that she and the Customer Service Initiative Committee are recommending. Other than the name change to *Patron Internet Privileges*, the changes are minimal and reflect current practices. Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #1908-10, approving the policy title change from “Patron Access to the Internet” to “Patron Internet Privileges” and also approving minor changes to the policy as presented by the Director.

A Roll Call Vote Was Taken: All Ayes

Motion Carried

Betsey Bell	AYE	Holly Moore Kowalski	AYE
Jim Clark	AYE	Steve Lavelle	AYE
Jennifer Kennedy	AYE	Larry Kovacs	AYE
Irene Keyse-Walker	AYE		

1908-10  
approve  
changes to  
Patron Access  
to the Internet  
Policy

1563-10

Mary, with input from the Customer Service Initiative Committee, proposed a minor change to the Safe Child Policy. Mary would like the Library’s definition of a “responsible caregiver” to *be a person who is a minimum of 11 years of age*. Age eleven is the age the Red Cross uses as their requirement for registration in their babysitting classes. Mary stated she is not as concerned as Ed Zovack is about this revision to the Safe Child Policy. She gave an example of an instance when a group meeting in the Gallery arranged for eleven year-olds to babysit in DiscoveryWorks. There were no problems reported. Mary said the Customer Service Initiative Committee consists of “front-line” staff who agree with the proposed revision to the policy. Irene asked if we could have a clause that required the *responsible caregiver* be an older age for DiscoveryWorks than the rest of the Library. Since it appeared that an agreement could not be reached at this time, Irene suggested we table the topic until the February Board meeting. All agreed and the item was tabled for further discussion.

Jim Clark moved and Betsey Bell seconded to adopt Resolution #1909-10, to convene to executive session at 8:21 p.m. to discuss a collective bargaining issue.

A Roll Call Vote Was Taken: All Ayes Motion Carried

Betsey Bell AYE  
Jim Clark AYE  
Jennifer Kennedy AYE  
Irene Keyse-Walker AYE  
Larry Kovacs AYE  
Holly Kowalski AYE  
Steve Lavelle AYE

1909-10  
executive  
session

The regular meeting reconvened at 8:45 p.m.

With no further business to discuss, the meeting was adjourned at 8:47 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be February 11, 2010 at 7:00 p.m.

President \_\_\_\_\_  
Larry Kovacs

Secretary \_\_\_\_\_  
Betsey Bell