

1568-10

President Larry Kovacs called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, March 11, 2010 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Jim Clark, Jennifer Kennedy, 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, Judy Means and Nick Kelley and Public Relations Coordinator Jill Ralston. Carol Henderson and Mary Beth Findlater were in the audience.

Mary requested an adjustment to the agenda: the addition of item VIII.B. boiler replacement project – discussion only.

There were no public comments.

1917-10
approve
minutes of
regular
meeting

Jim Clark moved and Betsey Bell seconded to adopt Resolution #1917-10, approving the minutes of the regular meeting of February 11, 2010.

Call for Vote: All Ayes

Motion Carried

The following financial report for February, 2010 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 55,138.09	\$ 15.50
Expense MTD	\$158,797.92	\$ 30,550.21
Bank Balance-Operating Funds	\$ 7,096.79	\$ 12,497.33
Bank Balance-Investments	\$ 20,951.74	\$327,953.98
Total Balance All Funds	\$368,499.84	

While referring to the *Plan vs. Actual* document for 2010 revenue, Lorie pointed out that we are approximately 11 percent above the YTD target amount and 5.5 percent above the YTD certified amount. We expect the property tax check to arrive by the end of March. Betsey asked if we have noticed any savings in the electric bill since changing fluorescent bulbs throughout the library. Lorie said there has not been a noticeable decrease in the electric charges. Larry Kovacs said he will do some research and obtain contacts regarding aggregation of electrical services. Lorie highlighted several expenditures in the purchase order payment history report, including the purchases of a new cordless phone for DiscoveryWorks and a sanitizing/disinfectant system used throughout the Library. Jennifer Kennedy moved and Steve Lavelle seconded to adopt Resolution #1918-10 approving the Fiscal Officer’s February, 2010 financial reports and investments.

Call for Vote: All Ayes

Motion Carried

1918-10
approve
financial
reports and
investments

Jim Clark moved and Jennifer Kennedy seconded to adopt Resolution #1919-10, accepting a gift of \$48.00 to the Avon Lake Public Library from The Staff at Palm Elementary School, Lorain in memory of Robert Kevin Hill (brother of Avon Lake resident, Pamela Szegedy) for the purchase of books on cancer.

Call for Vote: All Ayes

Motion Carried

1919-10
accept gifts

1569-10

Director’s Report: Mary reminded the Trustees that OLC Legislative Day is Tuesday, March 16 in Columbus. To date, we have appointments with Representative Matt Lundy, Senator Sue Morano and Representative Joe Koziura. Jim Clark, Mary, Gerry and Jill attended the February 19 meeting here with Matt Lundy. Gerry and Jill attended the February 26 meeting with Sue Morano and Joe Koziura at Lorain Public Library – Main. The OLC Trustee Dinner for the North Chapter is Thursday, April 22 at the Holiday Inn on Rockside Road in Independence. Lynda Murray from OLC will cover the State’s economic condition and its impact on the PLF. Mary and Betsey are planning to attend. The ITG XpressChecks have been installed. Liptak Construction did a nice job of modifying the Circulation desk. Their quote came in just under \$900.00, half of the first quote. Marty and Nick took care of the self-check mountings and clean-up. The week before we went “live” with the XpressChecks, we passed out flyers at the Circulation desk about the new service. We received some negative responses, but staff handled patron comments with ease. County Auditor Mark Stewart will attend our June 10 Board meeting to talk about millage.

Statistics: Circulation is down 6.6 percent for February, 2010 as compared to February 2009 and 4.6 percent year-to-date. Betsey stated she is concerned with the decline in circulation, in particular the declining circulation of all materials in the Children’s department. Gerry pointed out that attendance is up throughout the Library. As of February 28, our holdings stand at 133,369.

There was no unfinished business.

New Business: Lorie stated that there have been no changes made to the 2010 Permanent Appropriations Budget since she submitted it as the Temporary Budget. The budget totals \$2,570,286 which includes a \$400,000 appropriation from the Building Fund. We will hold \$119,000 in reserve and use a “working” budget of \$2,051,286. Betsey Bell moved and Jim Clark seconded to adopt Resolution #1920-10, approving the 2010 Permanent Appropriations Budget, totaling \$2,570,286, which includes the General Fund appropriation of \$2,170,286 and a \$400,000 appropriation from the Building Fund.

A Roll Call Vote Was Taken: All Ayes Motion Carried

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

1920-10
approve 2010
permanent
appropriations
budget

Mary informed the Board that Clark and Post, Architects submitted a quote of \$14,000 for project management of the boiler replacement project in the Library. They estimate the cost of the two boilers to be \$20,000 - \$22,000 and labor to be \$20,000. All agreed that \$14,000 seemed high for management of a small project. It was suggested that we would not need the services of a project manager if we did not go through the bidding process. The question was raised, “legally, could the project be broken down into smaller projects and parceled out in such a manner that the project components were under the \$25,000 minimum for bidding?”

1570-10

Marty will contact several heating specialists in the area for additional estimates. Jim Clark suggested that having a peer review may be an option to investigate in lieu of a project manager. Larry suggested that the Building/Technology Trends Committee should meet to discuss the boiler project options, among other projections for Building Fund expenditures. The committee agreed to meet April 12. With nothing further to discuss at this meeting pertaining to the boiler project, discussion was tabled until the April board meeting.

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #1921-10, to convene to executive session at 7:50 p.m. to discuss a personnel issue.

A Roll Call Vote Was Taken: All Ayes Motion Carried

1921-10
executive
session

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

The regular meeting reconvened at 8:10 p.m.

Mary informed the Trustees that our Head Cataloguer, Sharron Smith will retire effective May 31, 2010, leaving the Head Cataloguer position vacant. The employee who is presently in the Assistant Cataloguer position has applied to Kent State University for acceptance into the MLIS program. Mary asked the Board to approve the addition of a temporary Assistant Cataloguer position and to authorize her to negotiate with the Union regarding compensation for the current Assistant Cataloguer. The current Assistant Cataloguer would not be an interim Head Cataloguer, but would accept some of the additional responsibilities that the current Head Cataloguer is held accountable for. Holly asked that any memorandum of understanding with SEIU that pertains to this matter be specific about added responsibilities. The Trustees agreed it is always advantageous to “grow our own” when it comes to filling key positions within the Library. Holly Moore Kowalski moved and Betsey Bell seconded to adopt Resolution #1922-10, approving the addition of a temporary, part-time Grade 14 Assistant Cataloguer position, as requested by the Director.

A Roll Call Vote Was Taken: All Ayes Motion Carried

1922-10
addition of
temporary
assistant
cataloguer
position

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

1571-10

Jennifer Kennedy moved and Jim Clark seconded to adopt Resolution #1923-10, authorizing the Director to negotiate with the Union, regarding compensation for the current, full-time Grade 14 Assistant Cataloguer.

1923-10
authorize
Director to
negotiate with
Union
concerning
current
Assistant
Cataloguer

A Roll Call Vote Was Taken: All Ayes

Motion Carried

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

With no further business to discuss, the meeting was adjourned at 8:15 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be Thursday, April 8, 2010 at 7:00 p.m.

President _____
Larry Kovacs

Secretary _____
Betsey Bell