

President Holly Moore Kowalski called to order a meeting of the Avon Lake Public Library Board of Trustees on Wednesday, April 8, 2009 at 7:01 p.m. A roll call was taken and the following trustees were in attendance: Betsey Bell, Jim Clark, Holly Moore Kowalski and Steve Lavelle. Jennifer Kennedy arrived at 7:05 p.m. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Cathi Fischbach, and managers Judy Means and Paula Shadle. Anne Herrilko was in the audience.

There were no adjustments to the agenda or comments from the public.

Jim Clark moved and Betsey Bell seconded to adopt Resolution #1846-09, approving the minutes of the regular meeting of March, 2009.

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$695,595.45	\$ 126.84
Expense MTD	\$214,131.82	\$ 3230.00
Balance-Operating Funds	\$285,338.45	\$ 52,984.45
Balance-Investments	\$120,557.27	\$ 427,297.86
Total Balance All Funds	\$886,178.03	

Lorie stated that the first half general property tax came in at \$614,183.00, which is a bit higher than the \$610,108.00 we are certified for. Jim Clark asked if we had plans to use the additional revenue. Lorie stated that our 2009 appropriations budget is based on the certified revenue less reserved amounts, so the extra revenue that was received is not considered part of the 2009 “working” budget. It falls into a “reserved” category which we are trying not to use. There was an expenditure of \$3230.00 out of the Building Fund this month for an invoice from MCPc. The invoice was a carry-over from the 2008 security camera project. Funds were encumbered in 2008 for this and carried over (we did not receive the invoice until 2009.) Lorie drew attention to several checks listed on the check report. Checks to Sirsi and Tremco were issued for one-year maintenance contracts. A check to Wadsworth Slawson was for a fan motor. Betsey inquired about two voided checks made out to NEO/RLS. Lorie explained that the health insurance consortium, which we are members of, has disassociated itself from NEO/RLS and has changed the consortium name to *Ohio Employee Benefits Consortium*. Therefore we had to change the name of the vendor for the health insurance premiums. The current health insurance premium check had already been run under the old vendor name – thus the first voided check to NEO/RLS. We still use NEO/RLS as a vendor when making membership and continuing education payments. The early-bird (reduced) 2009 membership payment was due and the check was run. Just before the payment was mailed, Mary received notice that NEO/RLS had decided to lower the 2009 membership fee, thus the second voided check to NEO/RLS.

1847-09
approve
financial
reports

Steve Lavelle moved and Jennifer Kennedy seconded to adopt Resolution #1847-09, approving the Fiscal Officer's March, 2009 report, monthly financial statements and investments.

Call for Vote: All Ayes

Motion Carried

Director's report: Mary distributed copies of the "less is more" annual report that has been placed throughout the Library for patron access. The report includes 2008 Library highlights, statistics, revenue and expenditures. National Library Week is April 12-18. We are celebrating by having fine free week and distributing "Thank You" mints. We have five very special guest librarians scheduled to work one hour at the Circulation desk. They are scheduled as follows:

Monday, April 13 – Mayor K.C. Zuber

Tuesday, April 14 – School Superintendent Bob Scott

Wednesday, April 15 – Police Chief David Owad

Thursday, April 16 – State Representative Matt Lundy

Friday, April 17 – Board of Library Trustees President Holly Moore Kowalski

Also, during National Library Week, we are making a push to collect as many e-mail addresses as possible from patrons for the purpose of implementing a new service. An e-mail will be sent to patrons as a reminder that they have materials checked out that will be due in two days. Nick Kelley, Technology Manager, has been beta-testing the service on the staff. It goes *live* around May 1. Mary distributed copies of the 2008-2010 Strategic Plan that included updates/revisions. She noted that some projects have been put on hold for economic reasons.

Statistics: Circulation is up 11.7% for March. Programming and attendance is up, along with readers' advisory and computer instruction. Circulation of fiction material is up, while circulation of non-fiction material is down. We had a very busy March.

There was no unfinished business.

New Business: Mary stated that we are required by the Ohio Revised Code to file our Records Retention Schedule with the Ohio Historical Society. In order to do so, it is necessary to have a Records Retention Commission. Since the Library does not have a Records Retention Commission, Holly appointed the trustees [as a committee of the whole] and the Fiscal Officer to the Avon Lake Public Library Records Retention Commission. She stated that she will chair the commission. At 7:30 p.m., Betsey moved and Steve Lavelle seconded to adopt Resolution #1848-09, to convene to a meeting of the Avon Lake Public Library Records Retention Commission for the purpose of reviewing and discussing the proposed revisions and additions to the current Records Retention Schedule, and also for the purpose of reviewing the Schedule of Records Retention and Disposition for its forthcoming submission to the Ohio Historical Society.

Call for Vote: All Ayes

Motion Carried

1848-09
convene to
Records
Retention
Committee
meeting

1849-09
reconvene
regular board
meeting

Jim Clark moved and Jennifer Kennedy seconded to adopt Resolution #1849-09, to reconvene to the regular Board meeting at 7:45 p.m.

Call for Vote: All Ayes

Motion Carried

As chair of the Avon Lake Public Library Records Retention Commission, Holly moved and seconded to adopt Resolution #1850-09, approving the revisions and additions to the Records Retention Schedule and to file the Schedule of Records Retention and Disposition (form RC-2) with the Ohio Historical Society, as presented by the Director and reviewed and recommended by the Avon Lake Public Library Records Commission.

A Roll Call Vote Was Taken: All Ayes

Motion Carried

1850-09
approve
revisions &
additions to
Records
Retention
Schedule

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

With no further business to discuss, the meeting was adjourned at 7:45 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be Thursday, May 14, 2009 at 7:00 p.m.

President _____
Holly Moore Kowalski

Secretary _____
Jennifer Kennedy