

President Holly Moore Kowalski called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, May 14, 2009 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Jim Clark, Holly Moore Kowalski, Irene Keyse-Walker and Steve Lavelle. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Cathi Fischbach, and managers Judy Means Nick Kelley, Ed Zovack, Paula Shadle and Public Relations Coordinator Jill Ralston.

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

Irene Keyse-Walker moved and Betsey Bell seconded to adopt Resolution #1851-09, approving the minutes of the regular meeting of April 8, 2009 with the following correction: Roll Call Vote for Resolution #1850-09 should read as follows:

1851-09
approve
minutes of
regular
meeting

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

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 49,155.87	\$ 137.62
Expense MTD	\$189,973.88	\$ 00.00
Balance-Operating Funds	\$144,383.26	\$ 52,995.34
Balance-Investments	\$120,683.56	\$ 427,435.48
Total Balance All Funds	\$745,497.64	

Lorie stated that our year-to-date revenue is 102.3% of target. As of the meeting date, we have not received the May PLF check. When tracking the PLF revenue from the 2006 actual through the 2009 certified, it has gone down 16.21% with a projected drop of an additional 5.02% for 2010. Betsey asked what the encumbrance of \$6,750.00 for *Dues and Membership Fees* was for. Lorie said that the majority of it was for our NEO/RLS membership. Jim inquired about the check issued to *GoToMyPC.com*. Lorie explained that she uses *GoToMyPC.com* to access the financial software so she can work from home when necessary. Jim asked her if she has the capability to move funds around from home. Lorie said we do not do on-line banking. At the next board meeting, Lorie will submit a request for permission to change banks for our Operating Fund checking account. We are presently banking with Fifth/Third. They have been increasing our fees and the quality of service has been decreasing. With no other questions about the financial reports, Jim Clark moved and Steve Lavelle seconded to adopt Resolution # 1852-09, approving the Fiscal Officer's April, 2009 report, monthly financial statements and investment.

1852-09
approve
financial
reports

Call For Vote: All Ayes

Motion Carried

1853-09
accept gifts to
the Library
and ALPL
Endowment
Fund

In April the Library received the following gifts, totaling \$175.00: a matching gift through Energizer of \$100.00 from Jeanne Nash, \$50.00 from Elizabeth Pomeroy for a memorial book in memory of J. Thomas Gibbs and \$25.00 from Avon-On-The-Lake Garden Club for a memorial book in memory of Ms. Eddie Guthrie, Bernice Anderson and Janice Harpham. A gift of \$50.00 was given to the Avon Lake Public Library Endowment Fund by Phoebe Hostetler in memory of Edward Sasak. We also received a newly-published, four volume reference set, Archaeology in America, from one of its contributors, Jeanne E. Arnold, native of Avon Lake and a professor at UCLA. Irene Keyse-Walker moved and Betsey Bell seconded to adopt Resolution #1853-09, accepting gifts to the Library, totaling \$175.00, a gift of \$50.00 to the Avon Lake Public Library Endowment Fund and a four-volume reference set, Archaeology in America.

Call for Vote: All Ayes

Motion Carried

Director's Report: Mary mentioned that an appreciation plaque was presented to the Library from the Lorain County Metro Parks/Kopf Family Reservation. Mary gave an update on the PLF. An amended version of the Governor's budget passed in the House. One of the floor amendments to the budget included the following for the PLF: OPLIN and The Library for the Blind and Physically Handicapped will be funded from the PLF, but this funding will be reimbursed to the PLF from two sources, the General Fund and the Co-op Internship Program. The budget is now in the Senate. All departments have completed planning meetings for our summer reading programs. The Library will host "heroes and super heroes" this summer. With assistance from the staff at ALC-TV, the Children's department shot their promotional summer reading DVD for distribution to the schools. Mary said that the "Guest Librarians" who worked at the Circulation desk during National Library Week, were a big hit. She also mentioned that Betsey Bell, Jim Clark and Larry Kovacs accompanied her to the OLC Trustees dinner.

Statistics: Circulation is down 1.2% for April 2009 vs. April 2008. For the second month in a row, circulation of fiction materials is up. Betsey asked if we had statistics from other libraries to use as a comparison. Mary said we can get the statistics from the State Library report, but it does not give much detail.

Ed Zovack gave an impressive presentation on the DiscoveryWorks Weather Station. He mentioned that installing the software for the Weather Station was one of Technology Manager Nick Kelley's first assignments after he was hired. Kathy Diamond has put a sticker on our homepage for easy access to the Weather Station. Irene asked if an air quality gauge could be added. Ed said that feature is not available with this Weather Station. Ed reminded us to "refresh" occasionally when using the Weather Station since it is set to upload new data every five minutes.

The Children's Department summer reading DVD was shown to the delight and amusement of all. Misty Drotleff, alias Super Librarian, and Ed Zovack as The Riddler, were very entertaining. Paula Shadle, Children's Department Manager, gave credit to her whole staff for collaborating on the DVD, Summer Reading Programs and decorating the department. Karen Menyhart was especially helpful with the DVD. Besides being distributed to all Avon Lake Schools, the DVD is also being shown on YouTube.

There was no unfinished business.

New Business: Lorie gave a summary of the 2010 Proposed Appropriations Budget as it was presented to the Finance and Audit Committee at a meeting of the committee on May 7, 2009. She pointed out that she made one change to the proposed budget since the Finance and Audit Committee meeting. She added \$4,000.00 to line item 3710 – Audit Fees. The original budget did not include any appropriations for audit fees. Lorie realized that we are scheduled to be audited in 2010 so it was necessary to take funds from line item 3310 - Building and Site Maintenance to put in the Audit Fees line. She explained that the 2010 Proposed Appropriations Budget was based on 2010 anticipated revenue. The 2010 anticipated revenue is based on the 2009 certified revenue, less a 5% reduction to the PLF. The 2010 Proposed Appropriations Budget reflects a projected 8% increase in health insurance premiums and flat wages. We will not know until October what the health insurance premiums will be for 2010. Jim Clark stated that in order to keep salaries flat, we will likely be forced to re-open negotiations with the Bargaining Unit. Jim said he believes that the Finance Committee meeting could be summarized in one quote from Larry Kovacs: “The primary goal of the Board and Administration, in these tough financial times, is to maintain excellent library services with the least amount of negative impact on the staff.” Since there were no further questions, concerning the 2010 Proposed Appropriations Budget, on behalf of the Finance and Audit Committee, Jim Clark moved and seconded to adopt Resolution #1854-09, approving the 2010 Proposed Appropriations Budget, totaling \$2,660,479 which includes a \$400,000 appropriation from the Building Fund, as submitted by the Director and Fiscal Officer; furthermore, the Committee agrees with the recommendation of the Director and Fiscal Officer that the line items for salaries and wages remain flat through 2010 for the primary purpose of infusing funds into materials, and that the Director be authorized to discuss wages, and possibly health insurance costs, with the bargaining unit in the last quarter of 2009, once the health insurance increases are known and the Board has decided its direction in regard to health insurance costs.

A Roll Call Vote Was Taken: All Ayes Motion Carried

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

With no further business to discuss, the meeting was adjourned at 8:08 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be Thursday, June 11, 2009 at 7:00 p.m.

President _____
Holly Moore Kowalski

Secretary _____
Jennifer Kennedy