

President Holly Moore Kowalski called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, January 8, 2009 at 7:08 p.m. A roll call was taken and the following Trustees were in attendance: Jim Clark, Irene Keyse-Walker and Larry Kovacs. Trustee Jennifer Kennedy arrived at 7:30 p.m. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Cathi Fischbach, and managers Jamie Mason, Judy Means, Paula Shadle and Public Relations Coordinator Jill Ralston. Betsey Bell and Steve Lavelle were also in attendance. Mary Beth Findlater was in the audience.

Mary welcomed Betsey Bell and Steve Lavelle, who will be sworn in as Trustees at the February meeting. Both were encouraged to participate in the proceedings of the meeting, although they were not eligible to cast votes.

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

1828-09
approve
minutes

Irene Keyse-Walker moved and Jim Clark seconded to adopt Resolution #1828-09, approving the minutes of the regular meeting of December 11, 2008 with a correction to the spelling of Betsey Bell's name.

Call for Vote: All Ayes

Motion Carried

The following financial report for December, 2008 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 46,380.01	\$ 560.32
Balance-Operating Funds	\$ 50,875.90	\$ 56,158.93
Balance-Investment Funds	\$120,468.82	\$ 426,870.03
Total Balance All Funds	\$654,373.68	

Lorie displayed the financial report on the projection screen, making it easier to follow along with her as she reported. Betsey Bell asked for an explanation of the variance between the 2008 certified revenue and the 2008 year-to-date revenue for the line item miscellaneous revenue. Lorie explained that the YTD revenue figure is skewed because we sell items (at cost) at the reference desk and are unable to enter our cost of the items as a negative to revenue. Lorie drew attention to page 5 of the appropriations report. The total unencumbered balance of \$105,713.35 reflects funds taken out of the 2008 budget in order to remain stable for the year. Betsey questioned why the OPERS line item was higher in November than in the previous month. Lorie explained that some months have three pay periods instead of the normal two pay periods. Betsey also asked for an explanation of the library cooperatives line item. Mary explained that Lorain County libraries occasionally pool their resources to fund a project. Such an example is the "Library" building at the Lorain County Fairgrounds. We occasionally act as the fiscal agent and purchase materials to be used as hand-outs at the Fair; after-the-fact we are reimbursed by the other participating libraries. Lorie pointed out some of the vendors that are listed on the checks issued report that might not be recognizable to Steve and Betsey as new trustees. Steve asked if we strove to use local vendors. Lorie said we try to use local vendors as often as possible.

1829-09
approve
financial
reports

Lorie asked the trustees if they would prefer to have the board meeting packet sent electronically instead of having hard copies mailed as is the current practice. It was unanimously agreed upon to send the board meeting packets electronically. Irene Keyse-Walker moved and Larry Kovacs seconded to adopt Resolution #1829-09, approving the Fiscal Officer's December 2008 report, monthly financial statements and investments.

Call for Vote: All Ayes Motion Carried

1830-09
approve
General Fund
transfer

Lorie requested that the Trustees approve General Fund transfers from accounts that have an excess remaining to accounts that will fall short for the year. Irene Keyse-Walker moved and Larry Kovacs seconded to adopt Resolution #1830-09, approving the following General Fund transfers which will be reflected as the first action of 2009:

Transfer from account 101-100-55500 (Furniture and Equipment) to account 101-100-52110 (Building Supplies) the amount of \$307.53.

Transfer from account 101-100-55500 (Furniture and Equipment) to account 101-400-52110 (Tech Services Supplies) the amount of \$1,173.80.

Transfer from account 101-100-55000 (Furniture and Equipment) to account 101-100-53560 (Lease-Copiers and Supplies) the amount of \$2,326.31.

A Roll Call Vote Was Taken: All Ayes Motion Carried

Jim Clark	AYE
Jennifer Kennedy	ABSENT
Irene Keyse-Walker	AYE
Larry Kovacs	AYE
Holly Kowalski	AYE

1831-09
advance
\$100,000
from B.Fund
to G.Fund

Lorie asked the Trustees to approve a \$100,000 advance from the Building Fund to the General Fund in order to ease cash flow the first quarter of 2009. Irene Keyse-Walker asked if the auditors would have any issues with this transaction. Lorie assured her that she spoke with the Lorain County Auditor's office before she made the decision to make the request of the Board. Jim Clark moved and Larry Kovacs seconded to adopt Resolution #1831-09, approving an advance of \$100,000 from the Building Fund to the General Fund.

A Roll Call Vote Was Taken: All Ayes Motion Carried

Jim Clark	AYE
Jennifer Kennedy	ABSENT
Irene Keyse-Walker	AYE
Larry Kovacs	AYE
Holly Kowalski	AYE

The regular meeting was suspended at 7:34 p.m. in order to conclude the organizational meeting. The regular meeting resumed at 7:41 p.m.

There were no gifts to the library in December.

Director's Report: Mary invited the Trustees to attend a meeting being held in our library with State Representative, Matt Lundy on Friday, January 9, 10:00 a.m. – 11:00 a.m. All Lorain County Public Library administrators and trustees are invited to attend. The purpose of the meeting is to reinforce the importance of public libraries to the citizens of our communities, especially in these challenging economic times.

Jennifer Kennedy praised Mary for the wonderful and varied programming that is offered at the library. Mary gave kudos to Kathy Diamond, Jill Ralston and all the staff who contribute in some way to our programming. This will be Technology Manager Jamie Mason's last ALPL Board meeting. Jamie's last day on staff is January 16. We have received ten applications for the technology position. Four candidates will be interviewed over the next few days. We are working on a three-pronged plan to cover the 2-4 weeks we will be without a resident technology manager. For the benefit of Steve Lavelle and Betsey Bell, Mary asked Gerry to talk about "Appetite for Learning" and "Check This Out," the cable television program that he and Jill tape once a month. Betsey suggested that it would be nice if we could tape a tour of the library for a segment of the show.

Statistics: Library attendance is up 15.4% year-to-date. Computer instruction is up 59.3% year-to-date. Gerry explained "Know-it-Now" and the OPLIN databases to Steve and Betsey. The Library's current holdings as of December 31 are 135,578.

There was no unfinished business.

New Business: Mary had hoped to have a candidate for the Technology Manager position for the Board to approve. The candidate she offered the position to turned us down. In order to limit the length of time that we are without a resident Technology Manager, Mary asked the trustees to approve the new Technology Manager's commencement of employment prior to their hire. A short discussion on background checks ensued. Mary assured the trustees that we do a background check on all potential employees who have been offered a position (except student pages.) Positions are offered on the condition that a satisfactory background check is returned. Irene Keyse-Walker moved and Jennifer Kennedy seconded to adopt Resolution #1832-09, approving the new Technology Manager's commencement of employment prior to their hire by the Board on February 12, 2009.

Call for Vote: All Ayes

Motion Carried

Several months ago, Marty Flynn, Facilities Maintenance Manager, discovered that all of the ballasts up and down the avenue were incorrect: T-12 as opposed to the correct T-8. Therefore, all the ballasts need replacing. The T-8 ballasts consume 30 – 40 percent less energy. Marty would also like to replace all of the ballasts for our emergency lights. The quote for materials from Sandusky Electric is \$7,010. The quote for labor from Atlas Electrical Construction is \$7,460. A lengthy discussion took place on the need to undertake this project at this time. The trustees had concerns about the affordability of the project when we are in an unstable economic climate. Larry asked if we knew the length of time it would take to realize a savings. Irene suggested that we have a "green" evaluation done on the library. In light of the many concerns expressed about this project, the proposal was tabled until further information can be obtained.

1832-09

new tech
manager
employment
commencement
prior to brd
hiring

1833-09
adjourn
meeting

With no further business to discuss, Jim Clark moved and Jennifer Kennedy seconded to adopt Resolution #1833-09, adjourning the meeting at 8:40 p.m. The next regular meeting of the Avon Lake Public Library's Board of Trustees will be Thursday, February 12, 2009 at 7:00 p.m.

President _____
Holly Moore Kowalski

Secretary _____
Jennifer Kennedy