

1572-10

In the absence of President Larry Kovacs and Vice-President Jennifer Kennedy, Secretary Betsey Bell called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, April 8, 2010 at 7:02 p.m. Trustees in attendance were: Betsey Bell, Jim Clark, Irene Keyse-Walker, 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, Ed Zovack and Nick Kelley. KSU SLIS practicum student Sue Grame was in the audience.

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

1924-10

approve minutes of regular meeting

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #1924-10, approving the minutes of the regular meeting of March 11, 2010.

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$591,621.35	\$ 17.52
Expense MTD	\$185,367.01	\$ 00.00
Bank Balance-Operating Funds	\$313,328.96	\$ 12,500.04
Bank Balance-Investments	\$ 20,953.91	\$427,968.79
<b>Total Balance All Funds</b>	<b>\$774,751.70</b>	

While referring to the *Plan vs. Actual* document for 2010 revenue, Lorie informed the Trustees when we received our property tax check, a note was attached that stated: "We are advancing 85% of the up-to-date collections and upon final settlement you will receive the remaining amount due less the appropriate fees." The amount of the check was \$520,355. We were certified for \$619,286 and our target figure is \$579,776. Lorie phoned the Lorain County Auditor's office to inquire if we can count on receiving the remaining 15% and when can we expect to receive it. The only detail they could give her is "it will be several weeks before we know anything further." Lorie said if we do not receive the additional 15% our reserves will essentially be gone. The first three monthly PLF checks are on target for our reduced budget amount but below our certified amount. All the funds borrowed from the Building Fund have been returned. Referring to the Purchase Order Payment History report, Lorie pointed out several notations she made on the report. There was a MasterCard charge of \$39.90 for gourmet mints, which were handed out to patrons as they used the XpressCheck for the first time. The Press was paid \$23.00 to publish a required posting of the Library's annual financial reports. Charles Liptak Construction Corporation was paid \$895.00 for modifications to the circulation desk counter top to accommodate the XpressChecks. They were also paid \$125.00 for additional modifications made to the counter top at a later date. Irene Keyse-Walker moved and Jim Clark seconded to adopt Resolution #1925-10, approving the Fiscal Officer's March, 2010 financial reports and investments.

1925-10

approve financial reports and investments

Call for Vote: All Ayes

Motion Carried

## 1573-10

**1926-10**  
accept gifts

Gifts: Mary stated \$20.00 [cash] was donated to the Library and \$535.00 was donated to the ALPL Endowment Fund of which \$435.00 was in memory of Joseph Santone, former Avon Lake Public Library Trustee. The \$20.00 donation could not be given to the Endowment Fund because the Endowment Fund does not accept cash. A detailed list of donations in memory of Joseph Santone will be attached to the minutes of the April Board of Trustees meeting. Irene Keyse-Walker moved and Holly Moore Kowalski seconded to adopt Resolution #1926-10, accepting a donation of \$20.00 to Avon Lake Public Library and a donation of \$535.00 to the Avon Lake Public Library Endowment Fund.

Call for Vote: All Ayes

Motion Carried

Director's Report: OLC Legislative Day was Tuesday, March 16 in Columbus. Mary and Gerry traveled down with staff from Amherst Public Library and met up with Directors from Elyria and Wellington. They met with Matt Lundy and Sue Morano and with the legislative aides for Terry Boose and Joe Koziura. The meeting with Lundy was essentially a repeat of the meeting held here in February. Morano appears to be the most optimistic of our state legislators in terms of the state's recovery. Joe Koziura's aide was very familiar with our library issues. Terry Boose has signed on to HB 400, which provides for the repeal of the state income tax over a ten year period. Most agree this particular bill will never come to a vote, but this topic will probably be discussed during the upcoming gubernatorial campaign. Mary mentioned the Library was closed Monday, April 5 for the first of three all-staff furlough days. There was not much feed-back from patrons, although we did have to explain what a furlough day is to a few patrons. Mary spoke about her trip to Portland, Oregon for the PLA National Conference. One of many statements that caught her attention is "never promote an aura of failure – no one will back a loser." George Needham (OCLC) and Joan Frye Williams (Consultant and Futurist) are offering a week of free consulting services via their first "George and Joan *Keeping It Real Tour*" this summer. Collaborative groups of libraries are encouraged to submit a proposal for specific consulting services by May 15. The decision will be based on need, originality and roadside attractions. The Lorain County Library Administrators Council met and formed a committee to submit a proposal. Mary will e-mail a report on the PLA National Conference to the Trustees. Lorie commented that Mary paid her own expenses for this conference. Steve asked if this was the usual custom. Lorie replied that libraries usually pay for their Directors to attend a conference, but Mary was not comfortable with spending library funds for her trip in this economic climate. The week of April 13 is National Library Week. We have several observances planned, including a staff luncheon on April 20, sponsored by the Friends of ALPL. The OLC Trustee Dinner – North Chapter is Thursday, April 22 at the Holiday Inn on Rockside Road in Independence. Betsey and Mary will attend. Any Trustee interested in attending should contact Mary no later than April 16. Adult Services staff Cindy Maxey and Nadge Herceg are conducting one-on-one resume clinics for job seekers. Karen Scott has been doing some computer coaching. We are promoting these services on our website, Facebook and in the Library's press releases. Lorain County Auditor Mark Stewart will attend our June 10 Board meeting to talk about millage.

Statistics: Total circulation for March 2010 is down 2.5% compared to March 2009. Year-to-date circulation is down 3.9%. Magazine circulation continues to increase since a change in the way magazines are displayed was implemented. In March, 18% of the total check-outs were done at the XpressChecks. Library and DiscoveryWorks attendance is good, but still down year-to-date. Computer instruction is up 12%.

1574-10

Unfinished Business: In light of the high quote from Clark & Post Architects, which was presented at the March Board meeting, Marty has been soliciting additional quotes for the boiler replacement project. To date, he has received two quotes from Westland Heating and Cooling which are considerably lower than the Clark & Post quote of \$50,000 - \$55,000. It was suggested we look into state term contractors and purchasing. Irene asked if there might be any energy credit funds available that we could apply for. Mary replied that she has not heard of any libraries applying for said funds. The Building/Technology Trends Committee will meet on Monday, April 12, 2010 at 5:30 p.m. to further discuss the boiler replacement project and to review and discuss five-year building and technology plans, running concurrent with the next levy cycle (2012 through 2016.)

With no further business to discuss, the meeting was adjourned at 8:15 p.m. There will be a Finance and Audit Committee meeting Thursday, May 6, 2010 at 5:30 p.m. to discuss the 2010 proposed Appropriations Budget. The next regular meeting of the Avon Lake Public Library Board of Trustees will be Thursday, May 13, 2010 at 7:00 p.m.

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

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