

1564-10

President Larry Kovacs called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, February 11, 2010 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Jim Clark, Irene Keyse-Walker, Larry Kovacs and Holly Moore Kowalski. Jennifer Kennedy arrived at 7:20 p.m. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Deputy Fiscal Officer Cathi Fischbach, and managers Paula Shadle, Judy Means, Nick Kelley, Ed Zovack and Public Relations Coordinator Jill Ralston.

Mary requested an adjustment to the agenda: the addition of item VIII.C. State Library of Ohio Federal Technology Grant.

There were no public comments.

Irene Keyse-Walker moved and Jim Clark seconded to adopt Resolution #1910-10, approving the minutes of the organizational meeting of January 14, 2010.

Call for Vote: All Ayes Motion Carried

Holly Moore Kowalski moved and Betsey Bell seconded to adopt Resolution #1911-10, approving the minutes of the regular meeting of January 14, 2010.

Call for Vote: All Ayes Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 50,938.99	\$ 25.83
Expense MTD	\$186,237.51	\$ 6,955.00
Bank Balance-Operating Funds	\$110,758.23	\$ 43,041.94
Bank Balance-Investments	\$ 20,950.13	\$327,944.08
<b>Total Balance All Funds</b>	<b>\$502,694.38</b>	

In the absence of the Fiscal Officer, Director Mary Crehore presented the financial reports for January, 2010. Mary informed the Trustees that the PLF check for January was \$46,083.00, which is above our planned amount. Betsey had several questions pertaining to the report. Referring to the purchase order payment history report, Betsey questioned the duplicate entry under Paycor processing fee. Cathi explained it was most likely an adjustment entry for an error made in posting or a possible over-charge by Paycor. Betsey asked about the payment made to *The Library Corporation*. Mary explained *The Library Corporation* is an automation provider that we pay annually for ITS.MARC, our catalogue database. The question was also raised concerning the payment for YA DVDs on a YA Book purchase order as shown on the purchase order payment history report. The following questions were also raised pertaining to the financial report: why do the ending balances on the Statement of Cash Position and Bank Accounts reports not agree; why does revenue account 101-870-48700 [Refunds and Reimbursements] show a negative amount of (\$36.60); why is there a negative balance of (\$346.24) in account 101-100-53750 [Legal Fees]. It was decided to proceed with the approval of the financial reports pending clarification by Fiscal Officer Lorie Scheer.

1910-10  
approve  
minutes of  
organizational  
meeting

1911-10  
approve  
minutes of  
regular  
meeting

## 1565-10

Betsey Bell moved and Jim Clark seconded to adopt Resolution #1912-10 approving the Fiscal Officer's January, 2010 financial reports and investment, subject to clarification by Fiscal Officer Lorie Scheer.

**1912-10**  
approve  
financial  
reports and  
investments

Call for Vote: All Ayes

Motion Carried

[Note: Lorie Scheer e-mailed a narrative of the January, 2010 financial and investment reports to the Trustees on February 15. This narrative, along with answers to the specific questions raised at the board meeting, was accepted by the Trustees as clarification for approval of the January, 2010 financial reports and investments.]

Irene Keyse-Walker moved and Betsey Bell seconded to adopt Resolution #1913-10, accepting the following gifts to the Avon Lake Public Library Endowment Fund:

**1913-10**  
accept gifts

- \$150.00 from Matthew Hendershot in honor of his parents, Ed and Jane Hendershot
- \$80.00 from John and Roseanne Lavelle in memory of Roseanne's father, Ed Sasak

Call for Vote: All Ayes

Motion Carried

Director's Report: Mary reminded the Trustees of the upcoming State Legislator meetings, Friday, February 19 at 10:00 a.m. with Representative Matt Lundy at ALPL and Friday, February 26 at 10:00 a.m. with Senator Sue Morano (and possibly Representative Joe Koziura) at Lorain Public Library System – Main. She also invited the Trustees to attend the OLC Legislative Day on Tuesday, March 16 in Columbus. Mary will have further information at the March Board meeting. On February 2, Lynda Murray (OLC) announced that HB 400, legislation that proposes to phase out the personal income tax over a ten year period, is currently in the House Ways and Means Committee. The personal income tax provides about 43 percent of the PLF. Lynda believes HB 400 will never leave committee, and that it is a vehicle for jumpstarting the conversation about phasing out the personal income tax for the upcoming gubernatorial campaign. We are waiting on the second quote for modifying the desk for the placement of the self-checks and the coin boxes before firming up our plans and confirming our date to go "live." The one quote we currently have is \$1800. We will pay half of ITG's invoice for the self-checks now and the second half when we go live.

Statistics: Total circulation is down 2.7 percent for January, 2010 as compared to January 2009. Gerry highlighted the changes that he has made to the format of the statistics report. He has combined all the magazines into one account, rather than breaking them down into Adult, Young Adult and Juvenile as has been done in the past. The number of Adult magazines that circulate far surpasses Young Adult and Juvenile magazines. Magazine circulation has increased and Gerry contributes this to the change we have made in the way magazines are displayed. He added a "New Materials" category which is shown as a percent of total circulation. Under "Electronic Resources", *visits* now include website, catalog, Library blog, Children's blog and Facebook page. Gerry also added subtotals to the Adult, Children and Young Adult holdings. Gerry stated that the Library Facebook page has become quite popular. Jennifer asked if his statement was based on the number of friends or actual dialog. Gerry said that there has been a definite spike in the number of posts.

1566-10

Unfinished Business: At the January 14, 2010 board meeting, Mary requested several revisions to the Safe Child Policy and Ed Zovack expressed his objection to changing the policy to read "The Library defines a responsible caregiver as a person who is a minimum of 11 years of age." The discussion was tabled until the February meeting at which time Mary resubmitted her revisions, eliminating any reference to age pertaining to a responsible caregiver. Mary said we would concentrate on behavior, as we usually do, rather than age. This will give us more flexibility in controlling behavior in the Library. Betsey Bell moved and Holly Moore Kowalski seconded to adopt Resolution #1914-10, approving the revisions to the Safe Child Policy as presented by the Director.

1914-10  
approve  
revisions to  
Safe Child  
Policy

A Roll Call Vote Was Taken: All Ayes Motion Carried

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

New Business: Mary distributed literature pertaining to the 2010 income available to the Library from the Community Foundation of Lorain County. She reminded the Trustees of past uses for the income from the Endowment Fund: \$747.00 to Allan Kenard Printing, Inc. for Avon Lake Public Library's share of the printing costs associated with *Lorain County Reads*; \$315.00 to Affordable Signs and Graphics for the HAPLR banners; and \$370.00 to Rainwise, Inc. for the Weather Station in DiscoveryWorks. Mary recommended that we hold the 2010 income (\$16,154.04) for distribution at a later date. Jim Clark suggested we may need to use the funds at some future date to supplement the Building Fund. Jim Clark moved and Jennifer Kennedy seconded to adopt Resolution #1915-10, approving a recommendation to the Community Foundation of Lorain County that the income of \$16,154.04 from the Avon Lake Public Library Endowment Fund be held for distribution at a later date.

1915-10  
hold income of  
\$16,154.04  
from  
Endowment  
Fund for  
distribution at  
a later date

A Roll Call Vote Was Taken: All Ayes Motion Carried

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

Mary initiated a discussion about the 2011 operating levy campaign and a community survey to coincide with the campaign. She reminded the Trustees that Russ Crabtree of Holy Cow! Consulting, agrees that we do not need another "full-blown" survey. He thinks a one page survey would sufficiently fulfill our needs. Mary would like to get this survey in the mail by mid-September, 2010 in order to have the results for the November board meeting. Mary has a call in to Lorain County Auditor Mark Stewart to schedule him at a future board meeting to explain millage. Jennifer suggested we use the Library's website to promote the survey and to possibly print a message on patrons' receipts, urging them to check-out the website.

**1567-10**

Mary, Gerry and Nick participated in a Connect Ohio technology survey, expressing an interest in funding for laptops for the Library. Mary received an e-mail from Connect Ohio, on behalf of the State Library of Ohio, OPLIN and Connect Ohio, informing her that a board resolution is required to participate in a matching grant for federal ARRA funds for the purchase of laptops. We would use the laptops primarily for staff and patron training. Betsey inquired “Do we need to replace desktop units instead of purchasing laptops?” Nick replied that the matching grant applies to additional laptops, not replacements. It was suggested that we check with other libraries to see how they secure their laptops. Irene Keyse-Walker moved and Jim Clark seconded to adopt Resolution #1916-10, approving the attached resolution allowing Avon Lake Public Library to participate in the grant request and its commitment to contributing the 25 percent match.

**1916-10**  
State Library  
of Ohio federal  
technology  
grant

A Roll Call Vote Was Taken: All Ayes Motion Carried

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

With no further business to discuss, the meeting was adjourned at 8:00 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be Thursday, March 11, 2010 at 7:00 p.m.

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

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