

1586-10

President Larry Kovacs called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, June 10, 2010 at 7:07 p.m. Trustees in attendance were: Betsey Bell, Jennifer Kennedy, Larry Kovacs, 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, Judy Means, Nick Kelley, Ed Zovack and Public Relations Coordinator Jill Ralston. Present in the audience were Nadge Herceg and KSU SLIS practicum student Margie Urban.

There were no adjustments to the agenda and no public comments.

Mark Stewart, Lorain County Auditor, arrived at 7:10 p.m. He was invited to attend the meeting to answer millage questions that have been brought up at previous Board meetings when discussing the Library's upcoming levy. Mary sent these questions to the auditor's office in advance of the meeting. Mark explained the various types of operating levies, what a bond issue is and how it differs from an operating levy. He also talked about the differences in millage, e.g. effective, inside and outside millages. He discussed the millage certification process and how entities with issues on the ballot are assessed for the cost of an election. Having addressed all the inquiries of those present, Mark left the meeting at 8:10 p.m.

Jennifer Kennedy left the meeting at 8:15 p.m.

Steve Lavelle moved and Betsey Bell seconded to adopt Resolution #1936-10, approving the minutes of the regular meeting of May 13, 2010.

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 66,656.18	\$ 35.81
Expense MTD	\$155,777.10	\$ 9,700.00
Bank Balance-Operating Funds	\$105,050.99	\$ 2,803.99
Bank Balance-Investments	\$120,969.87	\$428,017.16
<b>Total Balance All Funds</b>	<b>\$656,842.01</b>	

Referring to the *Plan vs Actual* 2010 revenue document, Lorie mentioned the homestead rollback was finally deposited into our account (the only revenue stream that is not sent in check form.) It was approximately \$6,000 more than we were certified for. We also received the Tangibles Tax and State Reimbursement, which came in lower than we planned. These revenue streams will be shown on the June financial reports. As of May 31, we are \$44,000 above our certified revenue amount and \$98,000 above our target amount. We still cannot pinpoint the reason for the drop in miscellaneous revenue. Lorie will eliminate the *Vending Proceeds* line from the revenue and appropriations reports. We do not run the money from the vending machine through the library's accounts. The money is used strictly for purchasing supplies for the vending machine. Lorie reminded us that the *Materials* budget on the appropriations report does not reflect the annual budget - it reflects the year-to-date budget.

1936-10  
approve  
minutes of  
regular  
meeting

## 1587-10

**1937-10**  
approve  
financial  
reports

With no further comments on the financial reports, Betsey Bell moved and Holly Moore Kowalski seconded to adopt Resolution #1937-10, approving the Fiscal Officer's May, 2010 financial reports and investments.

Call for Vote: All Ayes

Motion Carried

There were no gifts to the Library in May.

**Director's Report:** Children's has transformed its department into a larger-than-life Candy Land game board. You can actually walk around the department and play the game. The Reference desk is sporting a huge checker board. The Young Adult department is using the Twister game for their theme and DiscoveryWorks is basing their activities on the Clue game. The Circulation desk has chosen to decorate with Scrabble game tiles. The summer program booklet is on the home page and the link has been e-mailed to our patrons with registered e-mail addresses. Rita Whitaker at Ohio E-Rate Services informed Mary our application for telecommunications services reimbursement has been approved for \$3,927.60. However, we made a change in Mary's cell phone carrier since our application was accepted, which will result in a slightly lower reimbursement. The Candidates' Breakfast at Oberlin Public Library is Friday, September 24 at 7:45 a.m. The parking lot was seal-coated and re-stripped on Sunday, May 30. The boiler replacement project begins on Monday, June 21. We are one of eight public libraries in Ohio targeted for our meeting room policy which restricts the use of our meeting rooms for religious services. In its letter, the Alliance Defense Fund advises libraries receiving the letter that it believes the library's meeting room policy is unconstitutional and that ADF will initiate legal action if the library does not change its policy. Mary is working on a revision to our meeting room policy which she will bring to the July Board meeting. We are the recipients of two small grants: thanks to Jill Ralston and Ed Zovack, we received a grant of \$635.90 from the Avon Lake City Schools Foundation for consumables for the DiscoveryWorks classroom. The Kiwanis Club of Avon Lake annually gives the Library a \$250.00 gift for a very specific purpose. This year we will use the funds to purchase a Nintendo Wii.

**Statistics:** The statistics report for May shows that our circulation is up 0.4 percent as compared to May 2009. This number was achieved despite more days closed in May, 2010 over May, 2009. Magazine circulation is up 21.1 percent. Use of the XpressCheck remains flat. It was suggested we might need additional signage to encourage patrons to use the XPressCheck.

There was no unfinished business.

**New Business:** Nick made a presentation to the trustees, concerning our need for a new website. The current website is six years old. It is "one-sided" as it does not automatically adjust to individual monitors due to rigid coding. Furthermore, it has dangerous coding errors, which makes it possible for viruses to hide on the website. Several years ago, we had purchased Sirsi EPS, which was supposed to allow us to create an integrated catalog and website. This has not been doable, even though Sirsi gave us a free upgrade from EPS to Enterprise, which does have an improved online catalog which we intend to use. (After much time and effort, we have scratched this idea, and Nick was able to get a 50 percent reduction off this year's Sirsi Enterprise maintenance agreement.)

**1588-10**

Our current website’s biggest drawback is its inflexibility, which does not allow our Graphics Designer to do much in the way of updating it other than to make minor changes here and there. Nick accessed our competition’s websites (all new within the last two years), including, Lorain, Rocky River and Westlake public libraries, in addition to that of Columbus Metropolitan Library for “show-and-tell.” Nick solicited two quotes: DigiKnow and Ocular Concepts. The pricing is comparable, but the two companies have a different approach to web design and collaboration with customers. DigiKnow’s quote of \$9,834 does not include an events calendar in the base price; in addition, they would build a series of templates, which we would then have to populate with text, etc. Nick showed samples of some of DigiKnow’s websites. Ocular Concepts proposes the use of Drupal, an open-source technology. The website would be built with widely-used, general purpose scripting language (php), resulting in a content management system that we will be able to manipulate from the back end. Their fee, including the events calendar and flash display on the homepage, is \$9,100. Nick showed examples of current websites built by Ocular Concepts, including Stack Heating & Cooling. He also showed examples of current websites built in Drupal, including Worthington Libraries, American Libraries Magazine and the White House. Both Mary and Nick recommended working with Ocular Concepts.

Betsey asked if the website work had been budgeted for. It is not in this year’s budget as Nick has been trying to make Enterprise work as a website. Once we had decided to cut our losses, we opted to solicit quotes from outside companies. Nick was asked to talk with several libraries who are using Drupal for their websites as to its ease of use. Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #1938-10, approving website design and programming services from Ocular Concepts, not to exceed \$9,100.

**1938-10**  
approve  
website design  
and  
programming  
services from  
Ocular  
Concepts

A Roll Call Vote Was Taken: All Ayes Motion Carried  
Betsey Bell AYE  
Jim Clark ABSENT  
Jennifer Kennedy ABSENT  
Irene Keyse-Walker ABSENT  
Larry Kovacs AYE  
Holly Moore Kowalski AYE  
Steve Lavelle AYE

In order to cover the website expense, Mary requested a fund transfer. Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #1939-10, approving a \$7,000 transfer from account 101-100-55530/Technology Hardware to account 1010-100-53910/Temporary Contract Labor for website design.

**1939-10**  
approve  
\$7,000 transfer  
for website  
design

A Roll Call Vote Was Taken: All Ayes Motion Carried  
Betsey Bell AYE  
Jim Clark ABSENT  
Jennifer Kennedy ABSENT  
Irene Keyse-Walker ABSENT  
Larry Kovacs AYE  
Holly Moore Kowalski AYE  
Steve Lavelle AYE

1589-10

Mary and Lorie reported on a meeting they had had with two representatives from the Lorain County Community Action Agency, concerning a new program, "Lighten Your Load" Document Imaging, for the purpose of off-site records retention. The LCCAA created this service, using ARRA funds, and purchased state-of-the-art document imaging equipment. Approximately 20,000 pages [the contents of four filing cabinet drawers] can be burned to a DVD for the base price of \$1,400. At some point, if the technology is superseded by an improved technology, then the DVD can be transferred to the new technology. After some discussion about the Library's obligation to secure their permanent records, according to the Records Retention Schedule, including Board minutes, financial records and payroll and personnel records, Betsey Bell moved and Holly Moore Kowalski seconded to adopt Resolution #1940-10 approving an expenditure from endowment fund interest not to exceed \$2,000 for the purpose of imaging all of the Library's Board minutes, pending a site visit to the Lorain County Community Action Agency by the Director and the Fiscal Officer.

1940-10  
approve  
expenditure  
from  
endowment  
fund interest  
for imaging  
Library board  
minutes

A Roll Call Vote Was Taken:	All Ayes	Motion Carried
Betsey Bell	AYE	
Jim Clark	ABSENT	
Jennifer Kennedy	ABSENT	
Irene Keyse-Walker	ABSENT	
Larry Kovacs	AYE	
Holly Moore Kowalski	AYE	
Steve Lavelle	AYE	

It was decided that the trustees would dispense with their August 12 meeting.

With no further business to discuss, the meeting was adjourned at 9:25 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be Thursday, July 15, 2010 at 7:00 p.m.

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

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