

1982-17

Vice President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, February 9, 2017 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Holly Moore Kowalski, Steve Lavelle, Rebecca Schaltenbrand, Rita Stroempl and John Williams. Betsey Bell was absent. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, managers Nick Kelley, Linda Janesz, Dianne Russell and Sybil Wendling, Deputy Fiscal Officer Maureen Minadeo, and Marketing and Public Relations Coordinator Jill Ralston.

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

2459-17  
Approve  
minutes of  
regular  
meeting

Holly Moore Kowalski moved and Rita Stroempl seconded to adopt Resolution #2459-17, approving the minutes of the regular meeting of January 12, 2017.

Call for Vote: All Ayes

Motion Carried

The following financial report for January, 2017 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 62,143.94	\$ 365.63
Expense MTD	\$ 228,424.05	\$ 11,650.00
Unexpended Balance	\$1,085,628.71	\$ 732,192.40

**Total Unexpended Balance All Funds \$1,817,821.11**

**Fiscal Officer’s Report:** On the Revenue report, Lorie noted as it is the first month of the year, there is not a great deal to account for, mainly the PLF. On the Expense report, Lorie encumbered the year’s payroll, and rounded everything up; this will balance itself over time. Lorie noted one expense of \$44,537.49, the bulk of which are our SIRSI annual fees. We also spent \$11,650 from the Building Fund on new shelving in the Young Adult area.

2460-17  
Approve  
Fiscal  
Officer’s  
report

John Williams moved and Rita Stroempl seconded to adopt Resolution #2460-17, approving the Fiscal Officer’s January 2017 report and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

**Gifts:** There were three gifts to the Endowment Fund, as follows:

Patricia Milbrandt donated \$2,000 for a gold leaf on the tree. Patricia appreciates our outreach programs at Towne Center. There was a \$500 donation from Anthony and Victoria George for a gold leaf on the donor tree in memory of Coke and Dick Huber. There was a \$100 donation from Cindy Cogar for a copper leaf on the donor tree in honor of Five Stars Adult Care Home. Total of \$2,600 in gifts for the month of January, 2017.

Cheryl Arnold moved and John Williams seconded to adopt Resolution #2461-17, accepting three gifts to the Endowment Fund for January 2017, totaling \$2600.

Call for Vote: All Ayes

Motion Carried

**Director's report:** Meetings with our state legislators in the district are going well. Twelve of us met with new state representative Dick Stein (57) in Wellington last week, bringing him up to date on Ohio's public libraries and the importance of protecting the 1.7 percent for the PLF in the next biennium budget. We meet with Representative Dan Ramos (56) in Amherst next Friday, and with Senator Gayle Manning (13) and Representative Nathan Manning (55) at the North Ridgeville branch of the Lorain Public Library System on Friday, February 17. Mary, Gerry and several trustees will attend this latter meeting.

Upcoming trustee events include the county-wide trustees' dinner at The Hotel at Oberlin on Thursday, March 23, featuring makerspaces; OLC Legislative Day on Wednesday, March 29 in Columbus; and the OLC Northern Ohio Trustees Dinner in Independence on Wednesday, April 26. Mary reported that 190 books were read in January for the winter reading challenge in the Children's department. Each book read is represented by a Duplo® block in the "reading tower."

**Statistics:** The report format has changed somewhat. Outreach for each department has been broken out as a separate number. In addition, as per a requirement for the State Library annual report, wireless sessions are now counted each time a device connects to both of our wireless networks (patrons and staff), which results in a much larger number. Also, as we had decided that 2016 would be a benchmark year for statistics, 2017 is now being compared to 2016, month by month.

### **Unfinished Business**

**Director search:** Nick advised he would be forwarding resumes and requested that the trustees let him know if they have any issues. Nick advised he will do one additional test to ensure all trustees are receiving their e-mails.

### **New Business**

**Endowment Fund interest:** Every February, the Trustees are required to decide what to do with the interest: distribute all of it now; hold it for distribution at a later date(s); or fold it into the principal. Mary noted that holding the interest has served us well in the past.

Rita Stromepl moved and John Williams seconded Resolution #2462-17, approving the recommendation to the Community Foundation of Lorain County that the income of \$19,688.39 earned on the Avon Lake Public Library be held for distribution at a later date.

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Roll Call Vote: All Ayes Motion Carried

Arnold AYE  
Bell Absent  
Kowalski AYE  
Lavelle AYE  
Schaltenbrand AYE  
Stroempl AYE  
Williams AYE

**2017 Final Appropriations Budget:** Lorie noted that she adjusted anticipated revenue slightly to \$680,500, taking into account the possibility of the PLF going back to 1.66 percent, where we would lose approximately \$13,000. To offset the possible \$13,000 loss, Lorie changed the collection of miscellaneous income from \$60,000 to \$70,000. There were no changes made on the Expense side.

2463-17  
Approve Final  
Budget

Steve Lavelle moved and John Williams seconded Resolution #2463-17, approving the 2017 Final Appropriations Budget at the millennium levels of:

- 1000/Salaries and Benefits for \$1,882,275
- 2000/Supplies for \$35,000
- 3000/Operations/Contracts for \$483,200
- 4000/Materials for \$300,000
- 5000/Capital Outlay for \$74,500
- 7000/8000/Other for \$149,315

for a General Fund total of \$2,924,290 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,124,290, as presented by the Fiscal Officer and Director.

Roll Call Vote: All Ayes Motion Carried

Arnold AYE  
Bell Absent  
Kowalski AYE  
Lavelle AYE  
Schaltenbrand AYE  
Stroempl AYE  
Williams AYE

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2464-17  
Approve  
Executive  
Session

Holly Moore Kowalski moved and John Williams seconded Resolution #2464-1, to convene to Executive Session at 7:37 p.m. to discuss a personnel issue and the director search.

Roll Call Vote:            All Ayes                                    Motion Carried

Arnold	AYE
Bell	Absent
Kowalski	AYE
Lavelle	AYE
Schaltenbrand	AYE
Stroempl	AYE
Williams	AYE

The meeting reconvened in public session at 8:26 p.m.

2465-17  
Approve Fiscal  
Assistant  
position

John Williams moved and Rita Stroempl seconded Resolution #2465-17, approving the new job description for Fiscal Assistant (Grade 16) on the non-bargaining, non-exempt salary schedule.

Roll Call Vote:            All Ayes                                    Motion Carried

Arnold	AYE
Bell	Absent
Kowalski	AYE
Lavelle	AYE
Schaltenbrand	AYE
Stroempl	AYE
Williams	AYE

With no further business to discuss, the meeting adjourned at 8:28 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, March 9, 2017.

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Rebecca Schaltenbrand, Vice President

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John Williams, Secretary