

1986-17

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

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

Two corrections were noted on last month's meeting minutes. Rita Stroempl's name was misspelled on page 1983-17; and a number was dropped from Resolution #2464-17 on page 1985-17.

2466-17
Approve
minutes of
regular
meeting

John Williams moved and Holly Moore Kowalski seconded to adopt Resolution #2466-17, approving the minutes of the regular meeting of February 9, 2017 with corrections.

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 68,966.41	\$ 328.67
Expense MTD	\$ 197,284.61	\$ 0
Unexpended Balance	\$ 957,292.03	\$ 732,466.16

Total Unexpended Balance All Funds \$1,689,758.19

Fiscal Officer's report: Lorie was not in attendance. Mary noted that the first-half property tax check was expected by the end of March. Lorie had highlighted several expenditures: \$170 for Butts Plumbing, regarding vandalism in the lower level men's restroom. Caught on camera, two 13-year old boys were responsible for flushing a wooden door stop down the toilet. Mary is working with the Avon Lake City Schools' resource officer from the Avon Lake Police Department on restitution and apologies. Also, Lorie noticed that our gas bill had been the same for many months. Apparently, our gas meter is malfunctioning; Lorie called Columbia Gas for service.

Rita Stroempl moved and Steve Lavelle seconded to adopt Resolution #2467-17, approving the Fiscal Officer's February 2017 report and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

2467-17
Approve
Fiscal
Officer's
report

Gifts: There were twelve gifts to the Endowment Fund in honor of John R. Parsons, who served as a Library trustee from 1980-1985, as follows:

\$200 Mr. & Mrs. G. Patrick Phillips
\$100 Plumbers & Steamfitters Local 42 – Health & Wellness Fund
\$100 Amy Kellogg
\$100 James & Diane Bayley
\$75 Carl Camillo
\$75 Ronald Lucien
\$50 Linnae Menning / Jeff Arndt Family / Dan Ferry Family / Debbie Humphrey & Family
\$50 Bruce & Carol Parsons
\$50 Lois Bayley
\$50 Michael & Tami Reynolds
\$50 Bradley & Mary Kay Bruner
\$35 Sheila Ninneman

Jill has ordered a gold leaf for the Donor Tree, and, Mary added a sentiment to the Fairy Garden windows roster.

\$935.00 Total

There was one gift to the Library of \$20.00 from Lena Raymond for purchase of a book in memory of Robert Godlewski; *In Bloom: Creating and Living with Flowers*, by Ngoc Minh Ngo.

\$955.00 Total Gifts

Cheryl Arnold moved and Rebecca Schaltenbrand seconded to adopt Resolution #2468-17, accepting the February 2017 gifts to the Library and Endowment Fund, totaling \$955.00

2468-17
Accept Gifts

Call for Vote: All Ayes

Motion Carried

Director's report: There is a county-wide library trustees meeting on March 23, featuring a program on makerspaces. Betsey, Holly, Rita and Mary will attend. OLC Legislative Day is March 29 in Columbus. Mary is setting up meetings with the three Senate District 13 Representatives and Senator Manning. OLC has organized a luncheon in the Statehouse atrium – an event that has not taken place since before the recession. Cheryl, Mary, Sybil and Gerry will attend Legislative Day. The OLC Northern Chapter Trustees Dinner is April 26 at the Holiday Inn, Independence. Betsey and Mary will attend. Copies of Mary and Sybil's article on the Children's Garden in the online *Ohio Libraries Quarterly* was distributed to the trustees. It will also appear online in WebJunction, which has a national audience. The A-1 steak sauce bottle mystery has gone viral and national! We still don't know who or why, but we've gotten our 15 minutes of fame.

Statistics: Mary noted we have made a few changes to the report. Research databases were explained by Gerry. We have had database counts that were fairly confusing. The State Library is asking for more information on our databases. They are interested in what people actually use. Rosetta Stone has a lot of usage, but it is hard to actually count. It does not provide user numbers, just hours. We have the same problem with Wi-fi usage, as it shows log in numbers only. Gerry noted that interlibrary loan numbers are the last to be reported by OCLC. If you see a zero on the report, we have not received the numbers yet.

Unfinished Business: None

New Business

Strategic Plan update: All activities, supporting the goals and objectives of the plan, have been finalized. Mary had determined manager responsibilities and color-coded what had been accomplished and what was currently in the works. Steve asked about other areas that Mary needed to attend to before her retirement. Mary has two ad hoc committees she wants to appoint and activate in the next month or so. Mary also shared that, with support from her management team, she had arranged for a half-day of diversity training for the staff in late April by the Diversity Center of Cleveland (the Library will remain open). This training will focus on micro messages and unconscious bias as it impacts our workplace. In order to customize our training, the DC will spend a day prior to the training, interviewing staff about what works in our workplace and where improvements could be made. Staff in-service days are part of the strategic plan.

35-ton HVAC unit: Mary presented quotes from Stack Heating & Cooling and Wadsworth Solutions. Wadsworth Solutions has replaced three other units, and is on state term contract; Stack Heating & Cooling is not. The quotes were comparable. Mary noted we have been happy with Wadsworth in the past, and she recommends that we accept the Wadsworth Solutions quote for the state term feature.

Both quotes included demolition and disposal of the existing unit; hail guards; and approximately \$8,000 for the crane. Warranties were comparable with an additional 10 year warranty for the heat exchanger from Wadsworth. Mary noted that this is a Building Fund expenditure.

John Williams moved and Holly Moore Kowalski seconded Resolution #2469-17, approving the replacement of RTU#1 with a new 35-ton Daikin HVAC unit purchased from and installed by Wadsworth Solutions, on state term contract, not to exceed \$63,500 from the Building Fund.

2469-17
Approve HVAC
purchase

Roll Call Vote:	All Ayes	Motion Carried
Arnold	AYE	
Bell	AYE	
Kowalski	AYE	
Lavelle	AYE	
Schaltenbrand	AYE	
Stroempl	AYE	
Williams	AYE	

