

President Betsey Bell called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, July 13, 2017 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Rebecca Schaltenbrand, Rita Stroempl and John Williams. Steve Lavelle was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, managers Linda Janesz, Nick Kelley, Dianne Russell, Sybil Wendling and Fiscal Assistant Maureen Minadeo. Kathy Mayer, Treasurer of Friends of Avon Lake Public Library and Jennifer Wasserman, Head Cataloguer were also present.

There were no adjustments to the agenda and no comments from the public. Lorie noted one minor adjustment from the June, 2017 meeting minutes. Kathy Mayer was listed as the President of the Friends of Avon Lake Public Library. She is the Treasurer, and a correction was made to the meeting minutes dated June 8, 2017.

2507-17
Approve
minutes of
regular
meeting

Holly Moore Kowalski moved and Rita Stroempl seconded to adopt Resolution #2507-17, approving the amended minutes of the regular meeting of June 8, 2017.

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 64,707.79	\$ 541.96
Expense MTD	\$ 255,936.65	\$.00
Ending Balance	\$1,349,525.13	\$ 819,333.28

Total Unexpended Balance All Funds \$2,168,858.41

Fiscal Officer's Report: Lorie detailed that we are six months through the year and Revenue is at 52.05 percent; the PLF is slightly less than anticipated, but when we put the 2018 budget together, we allowed for and budgeted accordingly. Lorie noted on the Expense side that we will have to move funds from another account to accommodate Mary's retirement pay-out. Lorie noted that Workers Compensation has switched their billing system, and we just received a \$2786.32 rebate check back from Workers Compensation, which will be applied to miscellaneous income. Lorie pointed out that under Capital Improvements, Furniture & Equipment needs to be adjusted, and we will possibly take from Nick's software budget. Rita inquired about the Publicity item on the Expense Report, which shows over budget. Lorie explained that this could possibly be the summer program booklet, or the recent author program that we sponsored. She will look into the details of this expense.

2508-17
Approve
Fiscal
Officer's
report

John Williams moved and Cheryl Arnold seconded to adopt Resolution #2508-17, approving the Fiscal Officer's June, 2017 report and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Gifts:

There were two gifts to the Library and one gift to the Endowment Fund in June, 2017:

\$105.00	From Martin and Glenda Carbaugh in memory of Margaret Elizabeth Bell.
\$ 20.00	From Paul and Debra Priebe in memory of Margaret Elizabeth Bell.
\$125.00	For the purchase of children's books on golf and outer space.
\$100.00	To the Endowment Fund from Joanne Eldridge in honor of Mary Crehore.
\$225.00	Total

William noted that Joanne Eldridge is the former Director of the Lorain County Library.

Rita Stroeml moved and Rebecca Schaltenbrand seconded to adopt Resolution #2509-17, accepting the June, 2017 gifts to the Library and Endowment Fund, totaling \$225.00.

2509-17
Accept Gifts

Call for Vote: All Ayes

Motion Carried

Director's Report:

William passed out a new Board of Trustees listing. William noted that the Governor signed the state budget and the PLF will be at 1.68 percent, which the Ohio Library Council was strongly backing. William advised that the House vetoed 11 proposals, and the budget will now move to the Senate. Some discussion ensued regarding the House and Senate, and William stated he will be getting additional details from Michelle Francis at OLC and will update all. William is currently on the OLC Government Relations Committee, and he has reached out to our State senators and representatives. He has spoken with Gayle Manning and Nathan Manning, and has not heard back from legislators Stein and Ramos.

William noted that the last two weeks he has accomplished a lot of meet and greets; Mary introduced him to Bob Scott and Joe Gross. William is planning to go with Holly to City Hall on Monday for additional introductions. William has conducted two management team meetings and his plan is to meet staff at their individual department meetings. William invited the Board to bring anyone they thought he should meet to his office.

Statistics:

William advised that circulation is down a little, but the good news is that Library attendance is up. William feels this is a better indicator; more people coming into use the Library. They might not be checking out materials as much, but the fact that they're using the Library is a good sign. Betsey wanted everyone to know that self-checks are at 30 percent. Some discussion of Juvenile Non-Fiction ensued, with those figures up 22 percent.

Unfinished Business:

Rebecca Schaltenbrand motioned and John Williams seconded Resolution #2510-17, to convene to Executive Session at 7:12 p.m. to discuss a personnel issue.

2510-17
Approve
Executive
Session

Roll Call Vote: All Ayes Motion Carried

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

Executive session ended at 7:32 p.m.

2511-17
Approve Wage
Adjustment

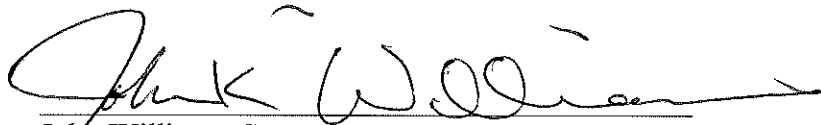
John Williams motioned and Holly Moore Kowalski seconded Resolution #2511-17, to approve a 5% hourly wage rate adjustment to the Fiscal Officer as part of the previous grade change, retroactive to the pay period that began on June 18, 2017.

Roll Call Vote: All Ayes Motion Carried

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

With no further business to discuss, the meeting adjourned at 7:34 p.m. The next meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, September 14, 2017, at 7:00 p.m.


Betsey Bell, President


John Williams, Secretary