

2006-17

President Betsey Bell called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, June 8, 2017 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Steve Lavelle, Rebecca Schaltenbrand, and John Williams. Rita Stroempl was absent. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, managers Linda Janesz, Nick Kelley, Dianne Russell, Sybil Wendling, Public Relations Coordinator Jill Ralston, and Fiscal Assistant Maureen Minadeo. Kathy Mayer, Treasurer of Friends of Avon Lake Public Library, and Jennifer Wasserman, Head Cataloguer were also present. Joseph Gross, labor attorney for Avon Lake Public Library arrived at 7:30 p.m.

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

Holly Moore Kowalski moved and John Williams seconded to adopt Resolution #2495-17, approving the minutes of the regular meeting of May 11, 2017.

2495-17  
Approve  
minutes of  
regular  
meeting

Call for Vote: All Ayes

Motion Carried

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 61,461.64	\$ 478.53
Expense MTD	\$ 214,359.33	\$ .00
Ending Balance	\$1,540,753.99	\$ 818,791.32

**Total Balance All Funds \$2,359,545.31**

**Fiscal Officer’s Report:** Lorie detailed an additional transfer of \$85,000 to the Building Fund, per the December 2016 Board meeting. Revenue report noted that we should be at 42 percent for the first five months of the year, and we are almost to 50 percent. Lorie noted an expense with regard to Columbia Gas that we were expecting. A new gas meter has been installed.

John Williams moved and Cheryl Arnold seconded to adopt Resolution #2496-17, approving the Fiscal Officer’s May, 2017 report and monthly financial statements.

2496-17  
Accept Gifts

Call for Vote: All Ayes

Motion Carried

**Gifts:** There was one gift to the Library and two gifts to the Endowment Fund in May:

\$75 From Avon-on-the-Lake Garden Club in memory of Helen Katz, Virginia Kendall, Vesta Lynch and Shirley Wilging, for two memorial books.

\$100 Mary Ann Herrick – In memory of Michael P. Kobb, copper leaf on Donor Tree.

\$250 LCLAC Directors in honor of Mary Crehore – silver leaf on Donor Tree.

Adele Infante, Don Dovala, Gerald Vogel, Janet Hollingsworth, Lyn Crouse, Anne Lowery and Darren McDonough

\$425 Total

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2497-17  
Approve Fiscal  
Officer's report

Rebecca Schaltenbrand moved and Steve Lavelle seconded Resolution #2497-17, accepting the May, 2017 gifts to the Library and Endowment Fund, totaling \$425.00.

Call for Vote: All Ayes

Motion Carried

**Director's Report:** Mary detailed recent discussions with Michelle Francis from OLC concerning the PLF. OLC is asking for a freeze on the rate for the PLF. We have stayed in contact with our state legislators on these issues.

We had a summer reading Kick-Off last Saturday in our Children's department, which replaced our annual Fun Fair Day. We had 200 participants attend the Kick-Off, and over 540 have signed up for summer reading thus far. The Children's garden is coming along nicely, along with the Tower Garden in DiscoveryWorks.

**Statistics:** We circulated over 3,000 items last Monday. Linda Janesz noted that Camp Imagine, the YMCA, and Kinder Care have all reserved DiscoveryWorks for group visits.

**Unfinished Business:** None

**New Business**

Steve Lavelle moved and Rebecca Schaltenbrand seconded to adopt Resolution #2498-17, appointing William Z. Rutger as the full-time Director (Grade 30) of Avon Lake Public Library for an annual salary of \$80,000, effective July 3, 2017.

2498-17  
Appoint New  
Director

Roll Call Vote:

All Ayes

Motion Carried

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

2499-17  
Approve  
Executive  
Session

Cheryl Arnold moved and John Williams seconded Resolution #2499-17, to convene to Executive Session at 7:29 p.m. to discuss collective bargaining, and a personnel issue.

Roll Call Vote:

All Ayes

Motion Carried

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

The executive session ended at 7:53 p.m., at which time Joe Gross left the meeting.

2008-17

2500-17  
Approve  
Collective  
Bargaining  
Agreement

John Williams moved and Steve Lavelle seconded Resolution #2500-17, ratifying the collective bargaining agreement between Avon Lake Public Library and Service Employees International Union, District 1199 WV/KY/OH, The Health Care and Social Service Union, CTW, CLC, effective June 1, 2017 through May 31, 2020.

Roll Call Vote: All Ayes Motion Carried

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

2501-17  
Approve  
Personnel Policy  
revisions

Rebecca Schaltenbrand moved and Cheryl Arnold seconded Resolution #2501-17, authorizing the Director to revise the non-bargaining Personnel Policies Handbook, regarding Sunday Schedules, Paid/Unpaid Breaks, and Holidays, as per Collective Bargaining Agreement language.

Roll Call Vote: All Ayes Motion Carried

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

2502-17  
Approve  
revisions to job  
description

Cheryl Arnold moved and John Williams seconded Resolution #2502-17, approving revisions to the Fiscal Officer job description to include responsibility for payroll and human resource administration, elevating it by one grade to Grade 28.

Roll Call Vote: All Ayes Motion Carried

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

**Tuition reimbursement policy:** While the CBA and Personnel Policies Handbook both include language that pays all of the tuition for coursework required of an employee by the Library, we do not assist employees with graduate work in library science. Mary submitted policy language that would reimburse tuition, up to 50 percent, for a full-time employee who pursues a master degree in library science from an ALA-accredited institution. Other protocols include how and when to apply; what expectation the Library has of the

employee upon completion of coursework; and the stipulation that funds budgeted for tuition reimbursement may vary from year to year.

2503-17  
Approve Tuition  
Reimbursement  
Policy

Steve Lavelle moved and John Williams seconded Resolution #2503-17, approving the Tuition Reimbursement Policy as presented by the Director.

Roll Call Vote: All Ayes Motion Carried

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

**Endowment Fund gift:** A son of the late John Parsons, a former library trustee, shared with Mary that a \$10,000 gift to the endowment fund is forthcoming from Mr. Parsons' business partner, and that an additional \$10,000 may be donated by another son. Mary was asked about building recognition for the son's gift. The Lakeshore Room is the only room not dedicated to a specific person, and Mr. Parsons was a trustee. Holly suggested the adult fireplace area, which the other trustees considered a good suggestion. Mary will contact Steve Parsons and suggest the fireplace area, and inform him that a new director will complete this project with the family.

**ALC-TV Lease:** Barb Cagley, the station manager, had approached Mary about reviewing the lease. The City's attorney revised the lease, and the county prosecutor signed off on it. Annually, the city reimburses the Library five percent of its utilities costs from the prior 12 months.

2504-17  
Approve ALC-  
TV Lease

John Williams moved and Holly Moore Kowalski seconded to adopt Resolution #2504-17, approving a 5-year renewal of the revised lease between the City of Avon Lake and Avon Lake Community Television (ALC-TV), effective May 24, 2017.

Roll Call Vote: Five Ayes – One Abstain Motion Carried

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

After some discussion, the trustees decided to meet in July but not in August. Mary noted that the July meeting should be light on business. Betsey also noted that July 3 will be William's first day on the job and she will stop by in the morning. Betsey encouraged the other trustees to do the same during the week.

2010-17

2505-17  
Approve Non-  
student Page

Steve Lavelle moved and Rebecca Schaltenbrand seconded Resolution #2505-17, appointing Laurie Corbett as a part-time non-student Page (Grade 11) at the hourly rate of \$8.15, effective May 30, 2017.

Roll Call Vote: All Ayes Motion Carried

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


2506-17  
Approve  
Executive  
Session

Steve Lavelle moved and John Williams seconded Resolution #2506-17, to convene to executive session at 8:20 p.m. to discuss a personnel issue.

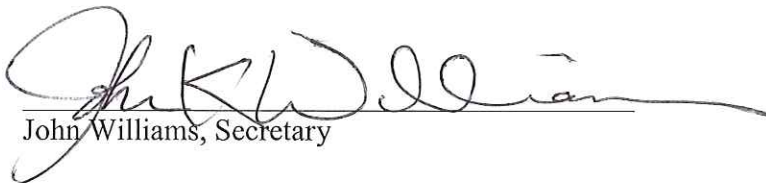
Roll Call Vote: All Ayes Motion Carried

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

The executive session ended at 8:42 p.m. With no further business to discuss the meeting adjourned at 8:43 p.m. The next meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, July 13, 2017 at 7:00 p.m.



Betsy Bell, President



John Williams, Secretary