

1929-16

Vice-President Linda Rakvic called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, April 14, 2016 at 7:02 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Linda Rakvic, Rebecca Schaltenbrand, John Williams and Steve Lavelle. Rita Stroempl was absent. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, managers Linda Janesz, Nick Kelley and Sybil Wendling and Public Relations Coordinator Jill Ralston.

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

Rebecca Schaltenbrand moved and Steve Lavelle seconded to adopt Resolution #2385-16, approving the minutes of the regular meeting of March 10, 2016.

Call for Vote: All Ayes Motion Carried

The following financial report for March, 2016 was presented and placed on file:

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$1,089,312.35	\$ 227.47
Expense MTD	\$ 298,280.78	\$ --
Unexpended Balance	\$1,511,038.16	\$ 717,886.07
Total Unexpended Balance All Funds	\$ 2,228,924.23	

Fiscal Officer's Report: Lorie reviewed financials for the end of the first quarter; our balance of \$2,228,924.23 includes receipt of first half property taxes. In the month of March, we received \$1,039,106.01, exceeding our certification numbers. We are currently at 54 percent of funds received. We also have a \$1,380.00 mystery deposit in our Star Ohio account. We believe this is for the Library Services and Technology Act grant for the Children's garden. Lorie was notified of a deposit from the State of Ohio, with few other details. Lorie detailed the Expense Report and advised we are in good shape with both the Building and General funds.

Betsey Bell moved and Steve Lavelle seconded to adopt Resolution 2386-16, approving the Fiscal Officer's March 2016 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Gifts: The Endowment Fund received \$325 in memory of Sue O'Malley, as follows:

- \$100.00 Joanie Schneider
- \$ 50.00 Robert & Jill Ralston
- \$ 50.00 Friends of Avon Lake Public Library
- \$ 50.00 John & Constance Bohan
- \$ 50.00 Gerard & Patricia Spooner
- \$ 25.00 Richard & Delores Wyer

Mary noted there was a correction from February 2016 Gifts. There was a \$500 donation for a gold leaf on the Donor Tree from Karen Rockhold in memory of her parents, Mr. & Mrs. M. Rockhold, and not for Sue O'Malley.

2385-16
Approve
minutes of
regular meeting

2386-16
Approve
financial reports

John Williams moved and Rebecca Schaltenbrand seconded to adopt Resolution #2387-16, accepting the March 2016 gifts to the Endowment fund, totaling \$325 in memory of Susan O'Malley, and to correct the attribution of a February 2016 gift of \$500 to the Endowment Fund to be in memory of Mr. and Mrs. M. Rockhold (not Susan O'Malley) for a gold leaf on the Donor Tree from Karen Rockhold.

Call for Vote: All Ayes

Motion Carried

Director's Report: Mary detailed the changing of DiscoveryWorks hours; we will be open Saturday mornings. New hours begin the day following Memorial Day. Our summer booklet will detail the new hours. We will lose 30 minutes on Monday and Tuesday evenings, which are fairly slow hours in DiscoveryWorks. As per Linda Janesz, many Scout troops have requested programs on Saturdays.

Mary gave an update on Legislative Day, April 13. The meeting was attended by 250 individuals. Directors and one trustee from Ohio Senate District 13 libraries met with Gayle and Nathan Manning, Terry Boose and Dan Ramos' aide. The main discussion centered on the PLF, which is currently at 1.7 percent and resides in the temporary portion of the current biennium budget. We would all like to see the PLF moved back to permanent law and restored to 2.22 percent where it was initially. Mary noted that Gayle Manning has moved to the second floor in the Statehouse, due to her new role in Senate leadership. Mary also advised that the General Assembly in Ohio is determined to pass a medical marijuana law before the recess in May.

Mary, Jill and Sybil attended the Public Library Association biennial conference in Denver in early April. Her full report will be in the May Board packet.

Statistics: Nothing unusual in the month of March; circulation is down slightly, and attendance is up 17 percent.

Unfinished Business

Levy campaign wrap-up: Mary provided spreadsheets, detailing the voting results for the March election and past elections, and the campaign expenditures. She also shared a summary memo that outlined the campaign. Mary suggested that the PAC remain open so there will be no need for fundraising in 2021.

Strategic Plan update: Mary noted that we are on draft number three and there were some changes made. Mary added a few activities and is in the process of taking the plan back to the managers for more input. The Board may be able to approve the Goals and Objectives at the May meeting.

New Business

The Building & Technology Committee -- Betsey and Becky -- met with Site Manager Marty Flynn, Technology Services Manager Nick Kelley, and Mary on March 31 to review and consider four building projects.

15-ton HVAC unit (heats/cools DiscoveryWorks): As part of the Board's directive to replace one HVAC unit per year, Marty presented two quotes for the same 15-ton rooftop unit to replace the current 16-ton unit. The Wadsworth quote was on state term contract; the TH Martin quote was not. The difference was just under \$3,000 with the lesser amount on state term contract. Even though we recently terminated our maintenance contract with Wadsworth due to the unreliability of their service department, and have signed one with TH Martin, Marty assured the committee that the installation department at Wadsworth was excellent and he was not concerned about the quality of the unit or the labor.

As Chair of the Building and Technology Committee, Betsey Bell moved and seconded Resolution #2388-16, approving the purchase of a Daikin, Model "MPS," 15-ton commercial rooftop HVAC unit from Wadsworth Service Northwest with labor provided by same, not to exceed \$22,500 from the Building Fund.

2388-16
Approve HVAC
purchase

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Parking lot: Surface Engineering crack fills, seal coats and re-stripes the parking lot during even-numbered years. The parking lot is 10 years old and in need of major repairs in 4 – 5 sections, involving removal of the asphalt and replacement with new asphalt. In addition to the biennial maintenance cost of \$9,900, the repair work was quoted at an additional \$7,900. There ensued discussion on how long a parking lot lasts (20 – 30 years?); the limited number of heavy trucks that drive through the lot; and the absence of additional quotes. Marty and Mary prefer that Surface Engineering continue this work because they are a skilled and reliable company to work with; they maintain many parking lots around Avon Lake; and they are willing to work Sunday and Monday of Memorial Day weekend when we are closed.

As Chair of the Building and Technology Committee, Betsey Bell moved and seconded Resolution #2389-16, approving asphalt repair and installation, crack sealing, sealcoating and line striping of the parking lot with materials and labor provided by Surface Engineering, not to exceed \$18,000 from the General Fund.

2389-16
Approve
parking lot
resurfacing

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

LED lighting: In Marty's absence, Nick passed around an old ballast and lighting fixture. In our continuing efforts to replace every lighting fixture inside and outside of the Library with more energy-efficient and cost-effective LED lighting, this project is at the north and south entrances and over the sorting range. (Note: Replacing the lights above the Circulation desk needs additional study as those 16 fixtures are embedded in fabric acoustical ceiling panels that are glued to the drywall; access is all but impossible.) Avizzano, LLC replaced our exterior lighting in fall 2015. Marty has been very satisfied with their products and work.

2390-16
Approve LED
fixture purchase

As Chair of the Building and Technology Committee, Betsey Bell moved and seconded Resolution #2390-16, approving the purchase and installation of 45 LED fixtures with materials and labor provided by Avizzano, LLC, not to exceed \$3,300 from the General Fund.

A Roll Call Vote Was Taken: All Ayes, Motion Carried

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

Self-checks: As per Nick, our current self-check machines are five years old; the software support ended at the end of February. Nick got four quotes on three different makes and models. Two of the machines were demo-ed in the Library; Nick looked at the third self-check at Rocky River Public Library. All of the self-checks fit our needs; the two more costly makes/models can also handle integration of other equipment, e.g., security gates and RFID. For our needs, the lowest priced ITouch Plus unit from BayScan will suffice. (BayScan builds these units in-house with software purchased under contract from P.V. Supa, a Finnish library technology company.) An added bonus is that the ITouch Plus units are compatible with our existing cash boxes (a cash box costs around \$2,000). John asked about selling our current self-checks. Nick can offer them to other libraries in the state, but warranties and parts are no longer available.

2391-16
Approve Self
Check purchase

As Chair of the Building and Technology Committee, Betsey Bell moved and seconded Resolution #2391-16, approving the purchase of two ITouch Plus self-checks from BayScan, not to exceed \$15,200 from the Building Fund.

A Roll Call Vote Was Taken: All Ayes, Motion Carried

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

1933-16

Waugaman Gallery Display Policy: Mary presented revisions to the policy. Becky asked about the definition of "local" in the first paragraph; in this context, it refers to northeastern Ohio. She also suggested using "may" instead of "will" in reference to publicizing the monthly art and artists. Mary and Jill assured the Board that they promote every show through our various media outlets. Becky asked about the Library carrying insurance on the art, and that we are not obligated to do so. The Library does ensure the art.

Steve Lavelle moved and Betsey Bell seconded Resolution #2392-16, approving revisions to the Waugaman Gallery Display Policy as presented by the Director.

2392-16
Approve Gallery
policy revisions

A Roll Call Vote Was Taken: All Ayes, Motion Carried

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

Justin Winch is a new student Page. His older sister worked for us as a Page until recently.

2393-16
Stl
Page

Betsey Bell moved and Steve Lavelle seconded Resolution #2393-16, appointing Justin Winch as a Student Page (Grade 11) at an hourly rate of \$8.10, effective 5 April 2016.

A Roll Call Vote Was Taken: All Ayes, Motion Carried

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

Parking lot agreement: Mary presented the revised agreement, regarding use of our parking lot for overflow parking on Sundays with Calvary Baptist Church (CBC) to include Christ Church Westshore (CCW) who will share the church with CBC until which time CBC moves to their new location. As per the Board's request, the "right of first refusal" clause was retained, and will be included in a new agreement with CCW when CBC moves out. Jerry Innes from the Lorain County Prosecutor's Office wrote the agreement.

Steve Lavelle moved and John Williams seconded Resolution #2394-16, approving the "Assignment of License/Right of First Refusal Agreement" with Calvary Baptist Church and Christ Church Westshore, regarding the two congregations and their use of the Library's parking lot for overflow parking, effective 14 April 2016.

2394-16
p
agreement

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Linda Rakvic advised that she will be moving to South Carolina at the end of May, but will definitely be here for our Board meetings in May and June, 2016.

Holly Moore Kowalski advised that she will be starting a new position with work hours of 1:00 p.m. – 9:30 p.m. She has requested every second Thursday of the month off, but wanted everyone to be aware that this may create a scheduling conflict.

Mary noted that the OLC Trustees dinner is on April 26, 2016, and she and Steve will attend.

With no further business to discuss, the meeting adjourned at 8:18 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, May 12, 2016.



Linda Rakvic, Vice-President



Rebecca Schaltenbrand, Secretary