

President Rita Stroempl called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, December 8, 2016 at 7:05 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Steve Lavelle, Rebecca Schaltenbrand, Rita Stroempl and John Williams. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, Assistant Director Gerry Vogel, and managers Linda Janesz, Nick Kelley, Dianne Russell and Sybil Wendling.

There were two adjustments to the agenda, (both deletions): Fiscal Officer's Reports, Item B. Cross-millennial transfers; Unfinished Business, Item B. CMI financial software, redux. There were no comments from the public.

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #2435-16, approving the minutes of the regular meeting of November 10, 2016.

2435-16
Approve
minutes

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$1,058,542.90	\$ 15.61
Expense MTD	\$ 172,667.42	\$ 18,268.00
Balance-Operating Funds	\$1,007,959.62	\$ 56,278.08
Balance-Investments	\$ 475,494.00	\$ 675,301.21
Total Balance All Funds	\$ 2,215,032.91	

Lorie noted the ongoing issue with SSI software, and the instability of the software when she posts interest earned to certain accounts. Lorie advised that SSI did call after we notified them that we would no longer be using their software; she told SSI that the upgrades made it impossible to use the software. We have \$628,156 in the Building Fund and almost \$1.5 million in the General Fund.

Lorie reviewed revenue; we received slightly more in property taxes for a total of 102 percent. Lorie noted we will be slightly short on the PLF. Total revenue collected: 91.67 percent.

Lorie reviewed the credit on the MasterCard, advising she is posting it to office supplies. Everything is moved over to First Federal of Lakewood, and we are waiting for all prior MasterCard transactions to clear. We received an e-mail from First Merit, and Lorie detailed the problems we were having with MasterCard. Lorie noticed that a check she had cut in December of 2015 was recently processed by the bank.

1967-16

2436-16
Approve
Fiscal Officer
report

John Williams moved and Betsey Bell seconded to adopt Resolution #2436-16, approving the Fiscal Officer's November 2016 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Gifts: There was a \$25 gift to the Library for a children's book in memory of Dr. Richard McCarbery, and a \$100 gift to the Endowment Fund for a copper leaf on the Donor Tree from the staff in honor of Sue Hurbanek for her retirement. Total of \$125 in gifts.

2437-16
Accept gifts

Cheryl Arnold moved and Steve Lavelle seconded Resolution #2437-16 accepting a gift to the Library and a gift to the Endowment Fund for November 2016.

Call for Vote: All Ayes

Motion Carried

Director's Report: Mary attended a government relations meeting at OLC last week. Several bills, impacting public libraries, are set to be approved in the lame duck session. HB 48 would permit concealed carry weapons (CCW) on college campuses, in daycare centers and in other government buildings. However the bill is permissive; the Library Board would have to pass a resolution that allowed CCW in the Library. SB 235 would impact property tax collections as it would exempt property taxes from the increased value of property on which industrial or commercial development is planned until completion or redevelopment. OLC and other associations opposed the bill, which was sent to the House Finance committee; a better, substitute bill was presented in its stead. The 2017 OLC Legislative Day is Wednesday, March 29. A luncheon in the State House atrium has been planned. In February, we will meet with our state legislators in the districts on Fridays. Mary will share dates as soon as she schedules the meetings. 2017 is a biennium budget year. If the 1.77 percent for the PLF is not "protected," it will revert back to 1.66 percent in the next budget. The governor has already announced to the General Assembly that Ohio may soon go into recession.

The Lorain County Library Administrators Council (LCLAC) is planning a Trustees meeting in March 2017 in Oberlin. The topic will be makerspaces, and the library as creative commons.

Monthly statistics: Mary advised that total circulation remains strong, down just a bit from 2015. This was a benchmark year. Next year we will start comparing the new year to the prior year. Attendance is up, statewide and nationally. Self-checks remain constant at 26 percent.

Unfinished Business

Christian fiction spine labels: The labels have been covered with a solid blue label (and protective tape) as removing them from over 1,500 items was too labor-intensive. According to the Adult services staff, there have been no patron inquiries. A new label may be affixed at a later date. At the November Board meeting, Mr. Facinelli had asked the trustees to discontinue use of the Christian label, and to stop purchasing the Christian sub-genre. All trustees were in agreement that we will continue to purchase Christian fiction in compliance with patron demand and in accordance with our Materials Selection Policy.

Endowment Fund expenditure: Author Garth Stein will speak at the Library on Monday, April 10, 2017. His fee is \$6,000; the Friends of Avon Lake Public Library have committed to \$2,000. We have also received commitments of \$250 each from three sponsors. Mary asked for the remainder of this fee from the Endowment Fund, noting we have funded projects like this in the past.

2438-16
Approve
Endowment
Fund Transfer

Steve Lavelle moved and John Williams seconded Resolution #2438-16, approving an expenditure from interest earned on the Avon Lake Public Library Endowment Fund for a program with author Garth Stein in 2017, not to exceed \$3,250.

Roll Call Vote: All Ayes Motion Carried

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

New Business

Materials Selection Policy: Mary presented additional language under item C. of Article VIII. Gifts, regarding donations for leaves on the Donor Tree. As the language struck some as ambiguous, Mary agreed to re-work the language and bring it to the January Board meeting.

Transfer: Mary advised that our end-of-year finances are in good shape. Mary requested a \$200,000 transfer from the General Fund into the Building Fund. Cheryl inquired if there were any building projects in the works, and Mary noted that next year we will replace another HVAC unit, either the 30-ton or the 35-ton. HVAC replacement has been an ongoing project. In 2018 we will replace the remaining unit.

2439-16
Approve
General Fund
Transfer

Rebecca Schaltenbrand moved and John Williams seconded Resolution #2439-16, approving a fund transfer by the Lorain County Auditor of \$200,000 from the General Fund to the Building Fund.

Roll Call Vote: All Ayes Motion Carried

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

Non-bargaining employees 2017 wage increase: Mary noted that both private and public sector increases will be in the 2.7 – 3.0 percent range. Mary asked the board for a 2.5 percent increase for non-bargaining employees.

2440-16
 Approve
 2.5% increase
 for non-
 bargaining
 employees

Steve Lavelle moved and Holly Moore Kowalski seconded Resolution #2440-16, approving a wage increase of 2.5 percent for those non-bargaining employees designated by the Director (excluding the Director and Fiscal Officer), effective the pay period that includes 1 January 2017.

Roll Call Vote: All Ayes Motion Carried

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

2441-16
 Approve
 Executive
 Session

Steve Lavelle moved and Rebecca Schaltenbrand seconded Resolution #2441-16, to convene to executive session at 7:44 p.m. for the purpose of discussing the performance of and compensation for the Director and Fiscal Officer.

Roll Call Vote: All Ayes Motion Carried

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

The meeting reconvened at 7:50 p.m.

2442-16
 Approve
 Increase for
 Director &
 Fiscal Officer

Steve Lavelle moved and John Williams seconded Resolution #2442-16, approving an increase of 2.5 percent for the Director and Fiscal Officer, effective the pay period that includes 1 January 2017.

Roll Call Vote: All Ayes Motion Carried

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

2443-16
Approve
Board Officers
2017

As Chair of the Nominating Committee, Steve Lavelle moved and seconded Resolution #2443-16, approving the following slate of Board Officers for 2017 for the Avon Lake Public Library Board of Trustees:

- President: Betsey Bell
- Vice-President: Rebecca Schaltenbrand
- Secretary: John Williams


Call for Vote: All Ayes

Motion Carried

With no further business to discuss, the meeting adjourned at 7:52 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, January 12, 2017.



Rita Stroempl, President



Rebecca Schaltenbrand, Secretary