

President Rita Stroempl called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, June 9, 2016 at 6:57 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Linda Rakvic, Rita Stroempl and John Williams. Steve Lavelle and Rebecca Schaltenbrand were absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, managers Nick Kelley and Dianne Russell, Assistant Director Gerry Vogel and Public Relations Coordinator Jill Ralston.

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

Mary noted one minor error in the May minutes, which was corrected; updated meeting minutes were provided for the Board of Trustees.

Betsey Bell moved and John Williams seconded to adopt Resolution #2403-16, approving the minutes of the regular meeting of May 12, 2016.

Call for Vote: All Ayes

Motion Carried

Mary started the meeting by showing a video of “Chicken Little Discovers Summer Reading,” which was created by our Children’s department and sent to Avon Lake elementary schools and media specialists before the end of the school year to promote summer reading.

The following financial report for May, 2016 was presented and placed on file.

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 59,756.38	\$ 235.51
Expense MTD	\$ 183,910.86	\$.00
Unexpended Balance	\$ 1,380,603.43	\$ 718,391.79

Total Unexpended Balance All Funds \$2,098,995.22

Fiscal Officer’s Report: Lorie gave an overview of financials for May, and advised there was an item on the Homestead/Rollback that required an adjustment entry. Homestead/Rollback is a direct deposit account at Star Ohio. The deposit is the gross amount minus the fees. The adjustment was to gross up the net amount on the check, showing that the fees had been subtracted. Lorie stated that we are currently four percent higher for property tax for the first half of 2016.

Lorie detailed an expenditure of \$7,523 that was for SSI fees, our accounting software that was erroneously paid to Ohionet. Lorie noted there have been no expenditures from the Building Fund, but \$35,586 has been encumbered for the HVAC unit and the new self-check machines.

Holly Moore Kowalski moved and Linda Rakvic seconded to adopt Resolution #2404-16, approving the Fiscal Officer’s May, 2016 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

2403-16
Approve minutes
of regular
meeting

2404-16
Approve
financial reports

1944-16

Gifts: The Library received a \$75 gift in memory of Carolyn Jordanoff, Doris Webb and Claudette Kuisel from Avon-on-the-Lake Garden Club for the purchase of three books on gardening and flower arranging. The Endowment Fund received a \$150 gift in memory of Carrie Barton, from Twisne Fan and Steven Coll.

Betsey Bell moved and John Williams seconded to adopt Resolution #2405-16, accepting the May 2016 gift to the Library and gift to the Endowment Fund, totaling \$225.

2405-16
Accept Gifts

Call for Vote: All Ayes

Motion Carried

Director's Report: All of the Library's summer reading programs started on June 1. Mary passed around the Children's department premium of potted carrot seeds, given at the time of registration. She shared the journal kept by each member of the "Playing in the Dirt Garden Club;" we are also using the journal to track evaluations for the purposes of the state grant. Avon-on-the-Lake Garden Club will present a juried "standard flower show" on September 17 and 18 at the Library. This will be a huge event. A candidates' breakfast and forum for all candidates running for State House districts 55, 56 and 57 will be held at Oberlin Public Library on September 23. Mary will host a KSU library science student for his practicum, starting on June 20. Sam Lewis aspires to administration; he is currently assistant branch manager at the Avon Branch Library. As per our new strategic plan, the Children's department will try some outreach story times at local parks and at the pool this summer.

Statistics: Circulation was 2,000 higher than in May of last year. There was some discussion, regarding DiscoveryWorks and the need to freshen up some of their science kits. This will be done over the summer, per Mary.

Now that the Library is closed on Sunday, we have the book drop picked up three times per Sunday. Mary explained that our book drop is situated in an unusual place, has limited space, and we have to live with the current architecture. Mary noted that the Pages empty the book drop, once an hour, during open hours. Moving the book drop would require a major structural change to the building.

There was no Unfinished Business.

New Business

Building and Technology Committee report: Mary met with Betsey and Becky on June 2 for a tour of the proposed project in the lower level, followed by the committee meeting. Betsey commented that it is time to do this project, including new carpet in Cable, which dates from the 1980s, for sanitary reasons, at the very least. As per the lease with the City, the Library is responsible for any replacements in the Cable space. Good, commercial grade Patcraft carpet tile and vinyl have been chosen for the flooring. Mary showed carpet samples for the McMahan and Parke meeting rooms, the hallways, the tutoring rooms/hallway, the stairwell, and Cable. Cable is taking this opportunity to replace their elevated set with a set defined with vinyl flooring. Materials, and labor for installation and

1945-16

moving by Kilgore Carpet are all on state term contract. Holly asked about the threshold for the bid process; it is \$50,000 (which does not apply to anything on state term contract).

As Chair of the Building and Technology Committee, Betsey Bell moved and seconded Resolution #2406-16, approving the purchase of new carpet tile and vinyl flooring from Shaw Integrated Solutions on state term contract with installation and moving services provided by Kilgore Carpet, also on state term contract, for the Library's lower level, including the ALC-TV space, not to exceed \$43,000.

2406-16
Approve new
carpet tile

A Roll Call Vote Was Taken: All Ayes,

Motion Carried

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

Rita asked about the timing for the project. Cable has a 4-week window of opportunity when Council does not meet. Therefore, their job will be done the second week in August, which also includes time for us to clean out the Library's back storage area in Cable. The rest of the work will be done during the last two weeks in August.

Mary presented a quote from The Dependable Painting Company for the stripping of vinyl wallcovering, and the preparation for and application of fresh paint. Vinyl will be stripped in the McMahan Room and the stairwell and replaced with paint. Fresh paint will be applied in the hallways and tutoring rooms/hallway, but the vinyl wall covering in the Parke Room will remain. Mary had initially thought that she would have Marty paint the hallways and tutoring rooms, but Betsey pointed out in the committee meeting that Marty is a one-person department and has more outside responsibilities in the summer. Mary had TDPC quote all of the work, including the perimeter of the metal grid work on the hallway ceiling, which is three different, neutral colors. The total quote is \$14,040. Mary and Marty last worked with TDPC in 2013 when the company hung new fabric wallcovering in the Waugaman Gallery, and painted the ramp and stair railings by DiscoveryWorks. TDPC is an excellent company to work with.

As Chair of the Building and Technology Committee, Betsey Bell moved and seconded Resolution #2407-16, approving the removal of vinyl wallcovering in the McMahan Room and the stairwell, and labor and materials for the application of fresh paint in the McMahan Room, stairwell, tutor rooms, and all hallways in the lower level by The Dependable Painting Company, not to exceed \$14,500.

2407-16
Approve new
paint

1946-16

A Roll Call Vote Was Taken: All Ayes,


Motion Carried

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

Mary noted that both expenditures are from the Building Fund.

Linda Rakvic stated that it has been a pleasure serving on the Board of Trustees for the Avon Lake Public Library and she enjoyed working with everyone. Mary thanked Linda for returning for the June meeting.

With no further business to discuss, the meeting adjourned at 7:41 p.m. The next meeting of the Avon Lake Public Library Board of Trustees is Thursday, July 14, 2016 at 7:00 p.m.



Rita Stroempl, President

Rebecca Schaltenbrand, Secretary