

2001-17

President Betsey Bell called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, May 11, 2017 at 7:00 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Steve Lavelle, Rebecca Schaltenbrand, Rita Stroempl and John Williams. Cheryl Arnold was absent. Also present were Director Mary Crehore, Assistant Director Gerry Vogel, Fiscal Officer Lorie Scheer, Circulation Services Manager Dianne Russell, and Fiscal Assistant Maureen Minadeo.

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

2484-17  
Approve  
minutes of  
regular  
meeting

Holly Moore Kowalski moved and Rita Stroempl seconded to adopt Resolution #2484-17, approving the minutes of the regular meeting of April 13, 2017.

Call for Vote: All Ayes Motion Carried

2485-17  
Approve  
minutes of  
special  
meeting

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #2485-17, approving the minutes of the special meeting of May 6, 2017.

Call for Vote: All Ayes Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 177,698.14	\$ 187.01
Expense MTD	\$ 190,789.86	\$ .00
Unexpended Balance	\$1,778,651.68	\$ 733,312.79

**Total Unexpended Balance All Funds \$2,511,964.47**

**Fiscal Officer's Report:** Lorie detailed financials, advising we are at 57 percent on the Homestead/Rollback and at 53 percent on property taxes. The PLF is currently at 31 percent and we should be at 33 percent. We still have not received the adjustment from the gas company, but we have encumbered the funds for this expense.

2486-17  
Approve  
Fiscal  
Officer's  
report

John Williams moved and Rebecca Schaltenbrand seconded to adopt Resolution #2486-17, approving the Fiscal Officer's April, 2017 report and monthly financial statements.

Call for Vote: All Ayes Motion Carried

**Gifts:** There were six gifts to the Endowment Fund and one gift to the Library in April:

- \$ 20.00 anonymous gift to the Library in memory of John R. Parsons
- \$ 75.00 James T. Guzowski, President COREFOCAL, in memory of John R. Parsons.
- \$100.00 Cornerstone Wealth Management in memory of John R. Parsons.
- \$100.00 Ted & Marilyn Lucien in memory of John R. Parsons.
- \$100.00 Timothy & Lois Tigie – Copper leaf on Donor Tree
- \$ 50.00 Kathleen O'Neill
- \$500.00 Mary Crehore – Gold leaf on Donor Tree

\$945.00 Total

## 2002-17

2487-17  
Approve gifts

Rita Stroempl moved and Steve Lavelle seconded Resolution #2487-17, accepting the April, 2017 gifts to the Avon Lake Public Library Endowment Fund, totaling \$925.00 and one gift to the Library of \$20.00.

Call for Vote: All Ayes

Motion Carried

**Director's report:** The state biennium budget has passed the House and is now in the Senate. The House version reduced the PLF from 1.7 percent to 1.66 percent. The state's revenue estimates are dismal, in particular, due to tax cuts over recent years. Following the Senate version, the budget will most likely end up in conference committee where the final version will be decided behind closed doors. The Children's garden will be planted on Saturday, May 20. On May 18, we will attend the Avon Lake Community Council awards dinner to receive the "2016 Community Project of the Year." Sybil will accept the award for the Children's Garden. DiscoveryWorks is also contributing fresh leafy greens to CRS via their new Tower Garden. Summer reading will be all about building and construction.

**Statistics:** We have yet to break 50,000 in monthly circulation. Summer reading should give us a boost. Mary touched on PLA's Project Outcomes evaluation method, which provides quick surveys for program participants. The surveys are meant to determine how program attendance benefits the participant. Sybil did a small sampling in Kim Sherman's lapsit programs. We discovered that more than half of the attendees did not have ALPL library cards, and therefore, did not check out materials after the program. We will follow-up on this when lapsits resume in the summer.

**Unfinished Business:** None.

### New Business

**2018 Proposed Appropriations Budget:** The proposed budget shows revenue about the same as 2017. Lorie stated we were very conservative in our approach, especially in regard to the PLF revenue. Lorie noted one change to the budget sent with the packet: Temporary Contract Labor; we added \$10,000 for the 2018 salary survey. All millennial percentages remained roughly the same from 2017 to 2018.

2488-17  
Approve 2018  
Appropriations  
Budget

Steve Lavelle moved and Rebecca Schaltenbrand seconded Resolution #2488-17, approving the 2018 Proposed Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for \$1,956,120

2000/Supplies for \$36,900

3000/Operations/Contracts for \$495,279

4000/Materials for \$300,000

5000/Capital Outlay for \$74,500

7000/8000/Other for \$142,600

for a General Fund total of \$3,005,400 and a \$200,000 appropriation from the Building Fund for a combined total for the two funds of \$3,205,400, as presented by the Library Director and Fiscal Officer.

Roll Call Vote: All Ayes Motion Carried

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

**Building & Technology Committee meeting:** John gave an update on the meeting that was held on March 30, at which Nick communicated his anticipated requirements for the next five years, and Marty gave an update on his upcoming plans. Mary noted that all external windows have been inventoried, and noted for building repairs. Mary touched on the blinds and advised that the last time they were cleaned we were told they wouldn't stand up to another cleaning. The HVAC unit will be installed the last week of May.

**Endowment Fund request:** The Trustees were provided a fact sheet regarding an Endowment Fund expenditure for a bicycle lending program. Mary detailed conversations with our insurance agent and attorney, regarding helmets (which are not mandatory), but both stated they should be worn. Mary and Jill met with Marty at Marty's Cycle Center in Avon Lake, and requested pricing for four adult bicycles, one adult tricycle, one Tagalog, and baskets, locks, helmets, a bicycle rack and a bicycle repair station. Jill spoke with a number of libraries who have the program. Our waiver will be reviewed by the county prosecutor.

2489-17  
Approve  
Endowment  
Fund  
expenditure

Rita Stroempl moved and John Williams seconded Resolution #2489-17, approving an expenditure from interest earned on the Avon Lake Public Library Endowment Fund for the purchase of four bicycles, one tricycle, one Tagalog, and baskets, locks, helmets, a bicycle rack and a bicycle repair station for a bicycle lending program, not to exceed \$5,000.

Roll Call Vote: All Ayes Motion Carried

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

2004-17

2490-17  
Appoint non-  
student Page

John Williams moved and Rita Stroempl seconded Resolution #2490-17, appointing Carol O'Toole as a part-time non-student Page (Grade 11) at the hourly rate of \$8.15, effective April 17, 2017.

Roll Call Vote: All Ayes Motion Carried

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

2491-17  
Appoint Public  
Service  
Substitutes I

Steve Lavelle moved and Rebecca Schaltenbrand seconded Resolution #2491-17, appointing Emma DuPont and Christine Starck as Public Service Substitutes I (Grade 12) at the hourly rate of \$11.11, effective May 1, 2017.

Roll Call Vote: All Ayes Motion Carried

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

2492-17  
Appoint Public  
Service  
Substitutes II

Rita Stroempl moved and Rebecca Schaltenbrand seconded Resolution #2492-17, appointing Virginia Brandt, Christy Donat and Liese Nainiger as Public Service Substitutes II (Grade 13) at the hourly rate of \$12.63, effective May 1, 2017.

Roll Call Vote: All Ayes Motion Carried

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

**Health Insurance:** Lorie advised that our current health insurance with Aetna was going to increase by 55 percent, with a \$5,000 deductible. Laws recently changed, concerning the size of the entity. Healthcare is now identified by how many W-2s you prepare; as a result, we have gone from a small entity to a mid-size entity. Lorie researched consortiums in Ohio, and found one in Stark County that represents 18 libraries, and serves public employers. Lorie noted that this plan provides greater stability with regard to rate increases, along with a much richer plan that provides better coverage. Lorie and Mary met this week with the superintendent and were impressed by his presentation.

2493-17  
Approve  
Healthcare  
provider 2017

Steve Lavelle moved and Rita Stroempl seconded Resolution #2493-17, as follows:

WHEREAS, the Stark County Schools Council of Governments (hereinafter "COG") have formed a regional council of governments for the purposes of promoting cooperative arrangements and agreements among its members and between its member and government agencies or private persons or entities, performing functions and duties which its members can perform and addressing problems of mutual concern; and

WHEREAS, the Avon Lake Public Library (hereinafter "Board") desires to become a member of the COG and participate in its health benefits program as well as other programs that are or may become available, including cooperative purchasing;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Avon Lake Public Library, Lorain County, Ohio that:

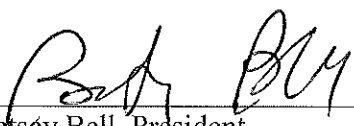
1. The Agreement Establishing the Stark County Schools Council ("Agreement"), Bylaws, and Program Agreements is hereby approved and the fiscal officer is hereby authorized and directed to execute any documents necessary to effectuate participation in the COG on behalf of the Library.
2. The effective date of the Library's participation shall be June 1, 2017.


Roll Call Vote:	All Ayes	Motion Carried
Arnold	Absent	
Bell	AYE	
Kowalski	AYE	
Lavelle	AYE	
Schaltenbrand	AYE	
Stroempl	AYE	
Williams	AYE	

2494-17  
Approve  
Executive  
Session

John Williams moved and Steve Lavelle seconded Resolution #2494-17, to convene to executive session at 8:08 p.m. to discuss contract negotiations, personnel issues and the Director search.

The executive session ended at 8:57 p.m. With no further business to discuss, the meeting adjourned at 8:58 p.m. The next meeting of the Avon Lake Public Library Board of Trustees will be held on Thursday, June 8, 2017.

  
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 Betsy Bell, President

  
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 John Williams, Secretary