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Vice-President Betsey Bell called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, October 13, 2016 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Steve Lavelle, and Rebecca Schaltenbrand. Rita Stroempl and John Williams 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.

Nick Kelley demonstrated the new Promethean Active Panel 70” smart board and some of the features that this latest technology offers. All remarked on the clarity and ease in reading the screen.

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #2421-16, approving the minutes of the regular meeting of September 8, 2016.

Call for Vote: All Ayes

Motion Carried

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

	<u>General Fund</u>	<u>Building Fund</u>
Receipts MTD	\$ 55,772.09	\$ 0.00
Expense MTD	\$ 119,935.78	\$ 41,991.70
Unexpended Balance	\$1,703,799.66	\$ 627,726.88

Total Unexpended Balance All Funds \$2,331,526.54

Fiscal Officer’s Report: Lorie advised that, regarding Revenue, we received a bit more money than we were certified for. Lorie stated she increased the PLF slightly because she is required to have the Amended Certificate and the budgeted amount match. Lorie added that we always build the Appropriations Budget to match total Revenue. Lorie advised that the LSTA grant of \$1,380 and the \$534 Avon Lake Public Library matching funds will be added to Miscellaneous Revenue; she will send paperwork to the County Auditor, showing the additional Revenue. Lorie noted on the Expense Report that the Substitute line item was over budget due to a payroll classification error, which has been corrected. On Property Insurance, we have paid the bulk of the insurance, which left us \$9,000 in that line item. The excess funds are due to an eight percent decrease in the premium over 2015. Expenses from the Building Fund totaled \$49,000 to date, with the funds going to lower level painting and a new HVAC unit.

Steve Lavelle moved and Rebecca Schaltenbrand seconded to adopt Resolution #2422-16, approving the Fiscal Officer’s September 2016 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

2421-16
Approve minutes
of regular
meeting

2422-16
Approve minutes
of regular
meeting

Gifts: There was one gift to the Library in September, 2016:
\$100 from Edward and Lana Deeb to the Library for a copper leaf on the Donor Tree.

There was one gift to the Endowment Fund:
\$100 from Erika Bobka and Joseph Gall for a copper leaf on the Donor Tree.

Holly Moore Kowalski moved and Cheryl Arnold seconded to adopt Resolution #2423-16, accepting gifts to the Library and Endowment Fund for September, 2016.

Call for Vote: All Ayes

Motion Carried

Director's Report: Mary thanked the Trustees for attending the recent Candidates' Forum on September 23. Betsey noted that that it was an interesting meeting; Steve advised that they (the six candidates) are clearly fans of public libraries; and Cheryl stated it was a "lively forum." After the forum, the library directors met with Michelle Francis from OLC.

Mary detailed the recent Standard Flower Show staged by the Avon-on-the-Lake Garden Club, stating it was good public relations for both the Library and the Garden Club. They were a very organized group, and brought a lot of foot traffic into the Library.

DiscoveryWorks reached out to teachers at St. Joseph school; some second grade classes are now taking "Force and Motion" science classes.

Marty Flynn received a proclamation from the Ohio Senate, regarding his OLC Award for Supportive Staff Member of the Year. We thanked State Senator Gayle Manning for this nice gesture.

"BOO By the Woods" is Saturday night. Sybil and Jill are on the committee. The Library will be open, but not for library business.

Outreach to local day care facilities has begun in the Children's department. Visits have been made to four day cares in Avon Lake: Pembroke Kids, Good Kids, Kinder Care, and Leaps and Bounds. Day care facilities get the same story times that we present in the Library.

Statistics: Self-check use is at 26 percent; downloadables held steady at seven percent. Technical assistance has declined as patrons have gotten better at their devices, and do not require as much assistance as in the past.

Unfinished Business

New financial software: As iterated at the September Board meeting, Lorie reviewed her reasons for requesting new financial software for herself and Maureen. (Maureen is not trained on SSI, the current software package.) Since SSI undertook a major software upgrade about 18 months ago, the result has been that the software is now unwieldy and cumbersome to use. Every month, when Lorie closes out the month, she repeatedly has the same problem with posting interest. The upgrade has also resulted in a time-consuming process for inputting invoices, in particular for our major materials vendors, Ingram and

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Midwest Tape, which are numerous in scope. Furthermore, Lorie believes that the check and balances within the software has been degraded. Lorie uses Civica CMI financial software at Grafton-Midview Public Library; she recommends that we purchase CMI for ALPL.

As per documentation included in the Board packet, the fee for Civica CMI software is \$32,350. This fee includes \$27,600 for licensing (based on service population – we have no say in this) and implementation, training and project management; \$2,500 for the data conversion from SSI to CMI and \$2,250 for; Authority server and disaster recovery support. The licensing fee also includes the first year maintenance fee. Our annual maintenance fee with SSI is \$7,700; with CMI, it will be \$4,000, an annual savings of \$3,700. Nick assured the trustees that our current financial server meets CMI’s hardware specifications.

Training: Both Lorie and Maureen will be trained on the new software - together. (Right now, Lorie has no back-up.) Funding: Mary and Lorie budgeted \$30,000 for new financial software in the General Fund in the 2017 proposed appropriations budget. Because we are close to the end of our fiscal year and because Lorie needs to close out the 2016 fiscal year in SSI, ideally, CMI implementation would take place early in 2017.

Rebecca Schaltenbrand moved and Steve Lavelle seconded Resolution #2424-16, approving the purchase of new financial software from Civica CMI, which includes authority software license fees, implementation, training and project management; a conversion allowance; an authority server, and system restore support, not to exceed \$35,000 from the General Fund.

2424-16
Approve new
financial
software
purchase

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

Library MasterCard: At the September Board meeting, Lorie had noted issues with our MasterCard through Fifth Third Bank, specifically, neglect in cashing our accounts payable checks. Lorie spoke with our liaison at First Federal of Lakewood, which uses a third party for credit/debit cards. Lorie was assured that First Federal will be able to meet our credit card needs. Lorie noted that we consistently get very good service from this bank. We will make the move to First Federal of Lakewood for MasterCard in the near future.

New Business

Steve Lavelle moved and Cheryl Arnold seconded Resolution #2425-16, appointing Amy Goepfert as a Public Services Substitute II (Grade 13) at the hourly rate of \$12.63, effective August 9, 2016.

2425-16
Appoint new
employee

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Roll Call Vote: All Ayes Motion Carried

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

2426-16
Accept Levy
proceeds

Rebecca Schaltenbrand moved and Holly Moore Kowalski seconded Resolution #2426-16, accepting the amount of \$2,234,756 and the rate of 2.8 mills as determined by the Lorain County Budget Commission and authorizing the necessary tax levies and certifying them to the Lorain County Auditor for CY 2017.

Roll Call Vote: All Ayes Motion Carried

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

Trustee Steve Lavelle’s terms expires at the end of this year. By renewing for another 7-year term, Steve’s total years of service, if he completes the new term, will be 15 years, which goes against the 14-year maximum in the Board’s Bylaws. The trustees agreed that a complete 7-year term would “tidy up” this particular seat.

2427-16
Re-appoint
Board Member


Rebecca Schaltenbrand moved and Cheryl Arnold seconded Resolution #2427-16, requesting the reappointment by the Board of Education of the Avon Lake City Schools of Stephen Lavelle to the Avon Lake Public Library Board of Trustees for a 7-year term, commencing January 1, 2017 through December 31, 2023, notwithstanding the 14-year limitation in the Board Bylaws.

Roll Call Vote: All Ayes Motion Carried

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

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With no further business to discuss, the meeting adjourned at 7:50 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, November 10, 2016 at 7:00 p.m.



Betsy Bell, Vice-President

Rebecca Schaltenbrand, Secretary