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President Rita Stroempl called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, September 8, 2016, at 6:58 p.m. Trustees in attendance were: Betsey Bell, Holly Moore Kowalski, Rebecca Schaltenbrand, John Williams, Cheryl Arnold and Rita Stroempl. Trustee Steve Lavelle was absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, managers Nick Kelley, Dianne Russell, Linda Janesz and Sybil Wendling, and Public Relations Coordinator Jill Ralston. Sam Lewis, a practicum student from the KSU School of Library and Information Science, was also in attendance.

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

Cheryl Arnold took the oath of office administered by Rebecca Schaltenbrand and was sworn in as a trustee of the Avon Lake Public Library Board of Trustees.

2414-16
Approve minutes,
regular meeting

Rebecca Schaltenbrand moved and John Williams seconded to adopt Resolution #2414-16, approving the minutes of the regular meeting of July 14, 2016.

Call for Vote: All Ayes Motion Carried

2415-16
Approve minutes,
special meeting

Rebecca Schaltenbrand moved and John Williams seconded to adopt Resolution #2415-16, approving the minutes of the special meeting of July 18, 2016.

Call for Vote: All Ayes Motion Carried

The Board did not meet in August, 2016.

The following financial report for August, 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	\$ 0.00
Unexpended Balance	\$ 1,380,603.43	\$ 718,391.79

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

Fiscal Officer's Report: As per Lorie, levy revenue is short \$32,822.07 of anticipated revenue from the second half property tax check, but we are ahead on Homestead/Rollback from the first half property tax revenue; we may see the gain on the second half Homestead/Rollback (our only direct deposit revenue stream). The Public Library Fund [PLF] is on target; overall revenue is at 86 percent. Lorie noted that the interest earned of (\$1,804.47) is actually a positive number.

Lorie also explained an issue we are having with MasterCard payment. We have sent checks to MC at the same address for years, but this summer Lorie was told that MC had not received our July payment. Lorie made a one-time, electronic payment. However, a

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day later, the July and August checks were received by MC and both checks were applied to our account. Now, we have a credit. Several trustees questioned the advisability of continuing with payment by check as opposed to electronic payment, and also the timing for moving to a different bank for credit cards. Lorie responded that she is more comfortable with the paper trail made possible by checks, and that she and Mary have discussed moving to First Federal of Lakewood (from Fifth-Third) for credit cards.

Lorie has decided it is imperative that she change financial software vendors as SSI, through repeated software updates, has created a cumbersome and inefficient financial software system. She uses CMI software at Grafton-Midview Public Library, and because she does not intend to present other options to the Board, she asked if a meeting of the Building and Technology Committee would be necessary.

The trustees agreed a committee meeting was unnecessary. Furthermore, regarding Lorie's example of how tedious her current software is, the Board advised Lorie to make this transition sooner rather than later. Mary and Lorie budgeted for new financial software in the 2017 proposed budget. The soonest Lorie would change vendors would be February 2017, allowing for year-end financials. The Board asked Lorie to present a proposal at the October 13 meeting.

Rebecca Schaltenbrand moved and John Williams seconded to adopt Resolution #2416-16, approving the Fiscal Officer's August, 2016 report and monthly financial statements.

2416-16
Approve financial
reports/statements

Call for Vote: All Ayes

Motion Carried

Gerry Vogel had requested a transfer of \$10,000 to Adult Books (101-600-54110) as during the year he has been purchasing non-book materials, including electronic games and tablets from that account (as per Mary's instruction). Lorie advised that \$40,000 in funds are available in the Contingency line item.

Betsey Bell moved and Rebecca Schaltenbrand seconded to adopt Resolution #2417-16, approving the transfer of \$10,000 from account 101-100-58900/Contingency to account 101-600-54110/Adult Books in the General Fund operating budget.

2417-16
Approve
millennium transfer

Roll Call Vote: All Ayes

Motion Carried

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

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Gifts: There were no gifts to the Library in July and August, 2016.

Director's Report: Mary and Children's manager Sybil Wendling are working on the final report due to the State Library of Ohio for the LSTA grant for the Children's garden. The garden was hugely successful due in large measure to Sybil's leadership and contacts in the Scouting and 4-H worlds. Our summer reading programs were very successful. Although we had less than 1,000 participants in the Children's program, approximately half of the participants increased their reading time by half over 2015. The Candidates' Forum, presented by the Ohio Senate District 13 public libraries, is Friday, September 23 at Oberlin Public Library, starting with a light breakfast at 8:00 a.m. Avon-on-the-Lake Garden Club will present a juried Standard Flower Show throughout the Library on September 17 and 18. Sunday hours resume on September 11. During Marty's recent medical leave, Technology manager Nick Kelley was point person on the building. Mary thanked everyone on staff for pitching in during the 4.5 weeks Marty was out. She singled out Technology Services Manager Nick Kelley, Security Officer Jason Mahon and Computer Technician Maxx Mittelstadt, in particular, for their efforts.

Statistics: Due to the early date of the Board meeting, we were not able to get several statistics supplied by an outside source. During August, we were down to one self-check as the vendor for the new self-checks had issues with our existing coin boxes. Even so, one self-check accounted for 19 percent of the month's circulation. Patrons like the new self-checks, which are much faster than our old ones.

Unfinished Business

Building project updates: New carpet installation and fresh paint in the lower level were completed in August. The 15-ton HVAC unit that heats/cools DiscoveryWorks was installed in August. The two self-checks required remote fine-tuning, which took about six weeks. Marty is enamored of a new generation of LED lighting for the entire lower level that his supplier demonstrated for us.

New Business

John Williams moved and Betsey Bell seconded to adopt Resolution #2418-16, appointing the following persons as part-time Pages (Grade 11) at the hourly rate of \$8.10, effective July 11, 2016: Holly Risch (non-student Page); Ava O'Malley and Kelly Spitz (student Pages); and Stephanie Carr (Page Substitute).

2418-16
Appoint new
Page employees

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

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Schaltenbrand AYE
Stroempl AYE
Williams AYE

2419-16
Appoint
Children's Associate

John Williams moved and Betsey Bell seconded to adopt Resolution #2419-16, appointing Kristen Frank as a part-time Children's Services Associate (Grade 14) at the hourly rate of \$15.00, effective September 6, 2016.

Roll Call Vote: All Ayes Motion Carried

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

Salary Schedule adjustments: Mary and Lorie recommended that the Board reclassify two non-bargaining positions in order to comply with new federal labor law that goes into effect December 1, 2016. The new law addresses eligibility for overtime pay versus compensatory time off for salaried, exempt employees. The federal government is raising the minimum annual salary requirement from \$23,600 to \$47,476. Annual salary is one of the tests used to determine if a position is exempt or non-exempt from the overtime rule. One position (Deputy Fiscal Officer/HRC) is salaried; the other position (Public Relations/Marketing Coordinator) is hourly. Both positions are on the non-bargaining exempt salary schedule; both employees in these positions will fall below the new threshold of \$47,476.

Mary and Lorie proposed that the two positions be moved to the non-bargaining, non-exempt salary schedule in a new Grade 19 to be added at the top of the schedule. As a result, both employees will use the time clock, and both will be eligible for overtime pay. Several trustees were concerned about the morale of the two affected employees. Mary assured the Board that she and Lorie had spoken with both employees early on about their proposal. Both are delighted to be eligible for overtime pay.

2420-16
Approve N-B Salary
Schedule revisions

John Williams moved and Rebecca Schaltenbrand seconded to adopt Resolution #2420-16, revising the Non-Bargaining | Exempt Salary Schedule by reassigning the positions of Deputy Fiscal Officer/Human Resources Coordinator and Public Relations/Marketing Coordinator from Grade 25 to the new Grade 19 on the Non-Bargaining | Non-Exempt Salary Schedule, effective December 1, 2016, in order to comply with new federal labor law, redefining exempt and non-exempt positions for the purpose of overtime pay, also effective December 1, 2016.

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

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, October 13, 2016 at 7:00 p.m.

Rita Stroempl, President



Rebecca Schaltenbrand, Secretary