

President Betsey Bell called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, January 12, 2017 at 7:05 p.m. Trustees in attendance were: Betsey Bell, Cheryl Arnold, Holly Moore Kowalski, Rebecca Schaltenbrand, Rita Stroempl and John Williams. Steve Lavelle was absent. Also present were Director Mary Crehore, Fiscal Officer Lorie Scheer, Deputy Fiscal Officer Maureen Minadeo, Assistant Director Gerry Vogel, Public Relations Coordinator Jill Ralston, and managers Linda Janesz, Nick Kelley, Dianne Russell and Sybil Wendling.

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

2449-17
Approve
minutes

Rita Stroempl moved and Cheryl Arnold seconded to adopt Resolution #2449-17, approving the minutes of the regular meeting of December 8, 2016.

Call for Vote: All Ayes

Motion Carried

2450-17
Approve
Org. Meeting
Minutes

Holly Moore Kowalski moved and Rebecca Schaltenbrand seconded to adopt Resolution #2450-17, approving the minutes of the 2017 organizational meeting of December 8, 2016.

Call for Vote: All Ayes

Motion Carried

The following financial report for December, 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	

At the end of 2016, Lorie moved \$115,000 from the General Fund to the Star Ohio account. The General Fund has \$1,251,890.34 and the Building Fund has \$743,421.86, for a total of \$1,995,312.20, which is the total amount of funds actually available. The PLF was slightly reduced (short by \$9,342), and interest was \$2,806, a little better than in previous years.

Expenses for 2016 were lower than projected. Lorie noted that Health Insurance was significantly lower than anticipated, and that will be reflected in the 2017 permanent appropriations budget. From the Building Fund in 2016, we spent \$91,617 for lower level painting and carpet tile, an HVAC unit and two self-checks.

Lorie reviewed MasterCard; we are waiting on a credit of \$1,700 from First Merit Bank.

2451-17
Approve
F.O. Report

Rita Stroempl moved and John Williams seconded to adopt Resolution #2451-17, approving the Fiscal Officer's December 2016 year-end report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Rebecca Schaltenbrand moved and Rita Stroempl second Resolution 2452-17, approving a General Fund transfer of \$6,228.11 from account #101-100-51610/Health Insurance to account #101-100-52110/Office Supplies, as requested by the Fiscal Officer.

2452-17
Approve
General Fund
Transfer

Roll Call Vote: All Ayes Motion Carried

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

Gifts: There were two gifts to the Library in December 2016: \$50 from North Coast Decorative Artists for the purchase of art books, and \$163 in cash from members of a neighborhood book club in memory of Kathy C. Eren, for a total of \$213.

There was one gift to the Endowment Fund of \$112 from four members of the neighborhood book club in memory of Kathy C. Eren for a silver leaf on the Donor Tree for a total of \$325 in gifts for the month of December 2016.

John Williams moved and Cheryl Arnold seconded Resolution #2453-17, accepting two gifts to the Library, and a gift to the Endowment Fund for December 2016, totaling \$325.

2453-17
Accept Gifts

Call for Vote: All Ayes Motion Carried

Director's Report: Mary advised that she has a meeting set with State legislators Gayle Manning and Nathan Manning on Friday, February 17, 2017 at North Ridgeville Branch Library at 10:00 a.m. Trustees are welcome to attend. We will do all we can to ensure that the PLF percentage of 1.77 stays intact.

Mary showed the Trustees the "inspirational" label we are now using on the Christian fiction. Mary noted that at least six patrons have commented they would like a label for easier identification.

Statistics: Mary did some analysis which revealed that from December 2015 to December 2016 circulation was essentially flat, but attendance was up three percent. Self-checks remained constant at 25 percent, and we had more programming and more attendance at our programs but in proportion to 2015's program numbers. Mary noted an upcoming revision on the form: Community Outreach will be broken out by department, showing outreach numbers for each department. Outreach: The Children's department visited four day cares in 2016, bringing story times to an additional 150 children. Our Adult staff offers programs at Towne Center monthly.

Unfinished Business

Materials Selection Policy: To clarify the ambiguous wording, regarding the Donor Tree, Mary numbered the donor options for the Tree and the Fairy Garden windows.

Cheryl Arnold moved and Rita Stroempl seconded Resolution #2454-17, approving additional language to Article VIII. /Gifts, Section C. of the Materials Selection Policy, regarding gifts to the Library’s Endowment Fund for leaves on the Donor Tree.

2454-17
Approve new
language –
Donor Tree

Roll Call Vote: All Ayes Motion Carried

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

New Business

Rita Stroempl moved and Rebecca Schaltenbrand seconded Resolution #2455-17, appointing Tanya Balwani as a part-time student Page (Grade 11) at an hourly rate of \$8.15, effective 14 November 2016.

2455-17
Approve new
Page

Roll Call Vote: All Ayes Motion Carried

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

ALPL Friends: Jill Ralston provided background information on the Friends of Avon Lake Public Library, whose recent focus has been on programming. The Friends biggest source of revenue is from the ongoing and annual book sales and membership. For several years now, requests from departments have increased, because we offer more programming. Last year and this year we are sponsoring a well-known author (with help from the Friends); the Friends also supports our PAC. Friends of Avon Lake Public Library are looking at ways to increase funding so they can continue helping all departments provide additional programming.

The Friends would like to offer a signature event on an annual basis; the event would include serving wine and/or beer. The event would be held after-hours in the Library for adults, 21 and over. As per a call to our property insurance agent, the Library has more than sufficient liability coverage, and the policy does include a “Host Liquor Liability Policy.” As per a phone call to our attorney, the state issues one-time permits for such events held by non-profits and charities, including government entities. The event must

be confined to library property, both inside and out. When the Library had a foundation (before it transitioned to an endowment fund), the foundation board held two “ethnic eats” fundraising events where wine was paired and served with the food. Mary also gave each trustee a copy of the state Attorney General’s publication, *A Liquor Permit Guide for Charities*.

2456-17
Allow alcohol
for Friends’
annual event

Rebecca Schaltenbrand moved and Rita Stroempl seconded Resolution #2456-17, to permit the consumption of wine and/or beer on Library premises at an annual signature event as presented by the Friends of Avon Lake Public Library for the benefit of the Library, dependent on the Friends securing the required liquor permit from the State of Ohio, in addition to other required permits, and complying with the regulations associated with any such permit.

Roll Call Vote: All Ayes Motion Carried

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

Director’s job description: Mary noted she changed “Manager/Supervisor” to “Board President” on the signature line. Also, Item 8. was added to include working with the Library’s bargaining unit.

2457-17
Approve job
description
revision

John Williams moved and Holly Moore Kowalski seconded Resolution #2457-17, approving additional language, regarding bargaining unit relations, and a revision to the job description for Director.

Roll Call Vote: All Ayes Motion Carried

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

Director search: Rita summarized the Personnel Committee meeting of the prior week. Betsey, Rita, Steve and Mary met with two trustees from Ritter Public Library (Vermilion) who shared their experience with undertaking their director search in late 2015 without the benefit of a consultant. The Ritter trustees are very pleased with their choice.

The job opening will be posted internally on February 6 and externally on February 13 on the ALPL, NEO-RLS and OLC websites. The posting closes on March 24. As per Betsey's timeline, first-round interviews are scheduled for Saturdays, April 1 and 8. A minimum of four trustees needs to be present. (Cheryl asked that the interview blocks be scheduled consecutively.) Second-round interviews will take place after Easter/spring break, which is the middle of April. Second-round interviewees only will be asked to fill out a workplace application; the final candidate will be required to sign-off on background and credit checks. (The Library uses an outside firm for this service.) Betsey asked for interview questions from all trustees, which will be decided at a Personnel Committee meeting in early February. Mary will email the questions shared by the Ritter trustees, as examples to the Board. Betsey will acknowledge, via email, receipt of all resumes; schedule the interviews; and send declination letters and the job offer letter (which will follow the phone call). Ideally, the new director will start on Monday, July 3, but the Board agreed to be flexible in regard to a start date.

The Personnel Committee co-chairs recommended that the Library reimburse travel expenses for interviewees, up to \$500 per person and mileage over 50 miles at the 2017 IRS rate. There was discussion about the Library making flight and hotel arrangements, in order to get the best rates. However, it was decided to keep it simple and reimburse candidates based on issuance of the proper receipts.

Resumes, etc., must be sent electronically. The Library uses the in-house email address, employment@avonlake.lib.oh.us, for job applications. However, use of this address would mean that the trustees would also receive the Library's internal all-staff emails. To avoid that inconvenience, Nick had set up a separate Gmail address for the trustees, which would require each trustee to log into Gmail. After some discussion and questions of Nick, it was decided that Nick would arrange for the automatic forwarding to the trustees of emails sent to the Gmail address.

John Williams moved and Rita Stroempl seconded Resolution #2458-17, approving the reimbursement of travel expenses for interviewees for the Director position not to exceed \$500 per person, which includes, for interviewees driving 50 miles or more, round-trip mileage reimbursement (for all miles) at the 2017 IRS rate of 53.5 cents per mile.

2458-17
Approve travel
expenses

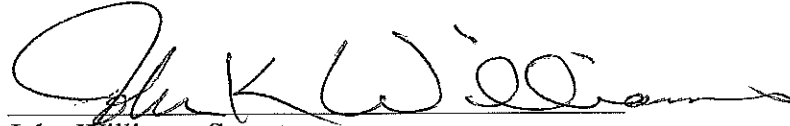
Roll Call Vote:	All Ayes	Motion Carried
Arnold	AYE	
Bell	AYE	
Kowalski	AYE	
Lavelle	Absent	
Schaltenbrand	AYE	
Stroempl	AYE	
Williams	AYE	

1980-17

Prior to adjournment, Nick demonstrated remote access via Skype with the Promethean board in case it is necessary to interview a candidate off-site, using technology. The picture was very sharp.

With no further business to discuss, the meeting adjourned at 8:28 p.m. The next regular meeting of the Avon Lake Public Board of Trustees will be held on Thursday, February 9, 2017.

Betsy Bell, President



John Williams, Secretary