

2050-18

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, April 12, 2018 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Matthew Pastron, Rebecca Schaltenbrand, and John Williams. Steve Lavelle was absent. Also present were Director William Rutger, and Fiscal Assistant Maureen Minadeo.

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

2568-18
Approve minutes
of regular
meeting

Holly Moore Kowalski moved and Cheryl Arnold seconded to adopt Resolution #2568-18, approving the minutes of the regular meeting of March 8, 2018.

Call for Vote: All Ayes

Motion Carried

Fiscal Officer's Report:

William noted Lorie's family emergency and went over the financial information with the Trustees. William advised that we will have answers provided upon Lorie's return. Betsey inquired about Professional Wages, noting that we are over encumbered by \$246,000; and Health Care Insurance we are over encumbered also. William advised that Lorie will follow up with answers, and these two line items are possibly connected. Some discussion of a Finance Committee meeting took place and Rebecca indicated she would prefer including this in the regular meeting. Rebecca inquired about a NEO-RLS expenditure, and William noted that this was a regional organization that conducts professional seminars and offers discounts on certain materials. This might have included our annual membership. William asked if there were any other questions.

2569-18
Approve Fiscal
Officer's Report

Betsey Bell made a motion and Matthew Pastron seconded to adopt Resolution #2569-18, to defer any action on the financial data pending further research.

Call for Vote: All Ayes

Motion Carried

Gifts:

There was one gift to the Library of \$100.00 from the Ladies Literary League in honor of Jim Bell.

There were two gifts to the Endowment Fund, Millicent Simmelink donated \$100.00 in honor of Mr. & Mrs. Charles Simmelink and family.

Millicent Simmelink also donated \$100 in honor of Dr. Millicent Simmelink Career Links LLC.

Total gifts to the Library of \$300.00 for March, 2018.

2570-18
Approve Gifts

Cheryl Arnold moved and John Williams seconded Resolution #2570-18, approving gifts to the Library and Endowment Fund in the amount of \$300.00.

Call for Vote: All Ayes

Motion Carried

Director's Report:

William noted the branding project is moving forward with Kiwi Creative and the Board will be seeing concepts as we move through the process. We would like to see something that would be quickly identified, much like the Water Department or the Avon Lake schools. Rebecca asked if we would own the logo, and William advised we will own the logo copy outright. Rebecca cautioned that as a public entity we wouldn't want someone taking our logo and using it. Betsey inquired about a copyright and William noted that would be our responsibility.

William touched on the Summer Guide, and part of the new design is that it can be folded and is easy to browse. William noted positive feedback from staff who have children in school here and the Friends group. William stated that this format is actually cheaper, and allows us to have additional copies in house for new patrons, etc. Each issue will have a cover page with models, as does this copy with Dan Cotton because he was so instrumental in the guitar program.

William gave an overview of the upcoming in-service which will take place at the Folger Home, who waived their fee for this event. Guest speaker Tony Tomanek also waived his fee and was really passionate about helping the Library. Day will start with a 9:00 a.m. breakfast and William invited the Board members to stop by.

William noted several staff went the PLA Conference in Philadelphia, where Shea won \$3,000 in donated services from Third Way Brand Trainers, which will do a space analysis. William advised Penrod's time is coming to an end. We've been contacted by a summer camp that is going to have a safari theme this year, and they have requested Penrod become a part of their collection.

William reminded Trustees that they have been invited to the Westlake Library's Board Meeting on Wednesday, May 16, 2018 at 6:30 p.m. They, in turn, will come to our Board Meeting on Thursday, September 13, 2018. William will be meeting with Andrew Mangels next week, and will update Trustees accordingly.

Statistics:

William noted a slight decrease in circulation. Betsey advised self-checks are doing well. William advised there is one book vendor that is under performing and we may be cutting ties. Recorded Books is a separate entity from Overdrive, and not as competitive as some of the bigger book houses.

William stated that the bikes were put out this week, and we might even see statistics for their usage next month.

Unfinished Business:

Rebecca asked the Trustees if anyone else wanted to look at the Board By-Laws language to see if there were any other issues besides term limits. Cheryl agreed to also do a review. Rebecca noted she didn't want to wait until the end of the year to address this. Many of the current Board members began their terms filling a vacancy.

With no further business to discuss, the meeting adjourned at 8:53 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, May 10, 2018.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary