

2081-18

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, December 13, 2018 at 7:03 p.m. Trustees in attendance were: William Beasley, Betsey Bell, Matthew Pastron, and Rebecca Schaltenbrand. Cheryl Arnold, Holly Moore Kowalski and John Williams were absent. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, Fiscal Assistant Maureen Minadeo, and Assistant Director Gerry Vogel.

Rebecca advised we have a quorum, with four Trustees present.

2612-18
Approve minutes
of regular
meeting

Betsey Bell moved and William Beasley seconded to adopt Resolution #2612-18, approving the minutes of the regular meeting of November 8, 2018.

Call for Vote: All Ayes

Motion Carried

2613-18
Approve minutes
of Nominating
Committee
meeting

Betsey Bell moved and Matthew Pastron seconded to adopt Resolution #2613-18, approving the minutes of the special meeting of the Nominating Committee of November 8, 2018.

Call for Vote: All Ayes

Motion Carried

There were no adjustment to agenda and no public comments.

Fiscal Officer's Report:

Lorie noted on the Revenue report that we were short by \$66,682.41, but we received \$61,417.51 from the PLF. We have no cross millennial transfers at this time. Lorie added that last year if we had any account that was in the negative, we took money from contingency. Lorie would like the Trustees to agree to do that again this year. Some discussion took place and Betsey agreed that taking money from contingency is the most efficient way. Lorie stated she would produce a chart showing details. Matthew inquired about Workers Compensation and asked if we are self-insured. Lorie advised we are not – we pay into the State fund.

William added that the Public Relations budget is up, and this is due to the fact that some of the expenditures are for staff recognition, as well as programming for meetings which fall under this line item. Betsey suggested spreading out the expenses. Lorie noted one of the things we could do is break out fees for programming on one line item, as it now falls under Public Relations. The quarterly newsletter expenses will be moved to Printing & Publicity. Lorie noted that we plan to move \$75,000 to the Building Fund from the General Fund. Some discussion of an expense to Robin Gavan of \$1,650 took place. Robin presented several painting programs entitled “Happy Little Trees”, which were very well received.

2614-18
Approve Fiscal
Officer's
Report

Matthew Pastron moved and Betsey Bell seconded to adopt Resolution #2614-18, approving the Fiscal Officer's November 2018 report, and monthly financial statements.

Call For Vote: All Ayes

Motion Carried

2082-18

Lorie advised we received a \$2,500 gift for DiscoveryWorks, and that required notifying the County Auditor that we are amending our appropriations by \$2,500 in the General Fund. Lorie noted that we have to approve these amendments to the budget by having the Board vote.

Betsey Bell moved and William Beasley seconded to adopt Resolution #2615-18, approving the 2018 Estimated Resources with the amended General Fund amount of \$4,461,731.67 and Total Fund amount of \$5,279,689.70 AND the 2018 Permanent Appropriations with the amended General Fund amount of \$3,031,445.00 and Total Fund amount of \$3,231,445.00.

2615-18
Approve
Amended Fund
Amounts

Roll Call Vote: All Ayes Motion Carried

Arnold	ABSENT
Beasley	AYE
Bell	AYE
Kowalski	ABSENT
Pastron	AYE
Schaltenbrand	AYE
Williams	ABSENT

There was some discussion that the motion included both the Estimated Resources and the appropriations budget. William noted we are amending the number from the beginning of the year.

Lorie noted that we usually add \$75,000 to the Building Fund from the General Fund at the end of the year. Rebecca inquired as to the current Building Fund balance. Lorie advised the Building Fund has approximately \$800,000, and an additional \$4,951 and \$4,922 in two smaller accounts. Lorie added that the proposed General Funds transfer doesn't have to occur as the funds can remain in the General Fund. However, you cannot move funds from the Building Fund back to the General Fund. Rebecca inquired if there were any major projects in the near future. William advised that he will provide a report in January regarding an update for the public restrooms as they need some work. Betsey noted that could be costly, and William advised we are exploring drainage solutions. Discussion included bathrooms by the break room and downstairs, but the focus should be on the primary bathrooms on the first floor. William noted there is a small bathroom by the Children's Department, and that the kitchenette behind the Gallery that will also be reviewed for improvements. Rebecca asked William to also look at the employee lunchroom as it could use some improvements. William also noted the parking lot, and advised, at this time, improvements could wait until after the next levy. Discussion ensued about Building Fund being used for capital projects, and William noted building and infrastructure come under this heading. William advised that a revised capital plan will be available in January. There was discussion about the five rooftop units and inclusion of these units in the current capital plan. William advised that the capital plan is worked and reworked every year based upon needs. Rebecca asked if the Board should consider more than \$75,000, and Betsey asked Lorie for her recommendation. Lorie advised it's a Board preference, and that we have enough money in our General Fund. Lorie cautioned you don't want to get into a situation where you put too much in the Building Fund and don't have enough money for your operating costs. Betsey advised we are ahead of the game, and Lorie noted that the transfer must be done in December.

2616-18
Approve General
Fund transfer to
Building Fund

Betsey Bell moved and William Beasley seconded Resolution #2616-18, approving a transfer of \$75,000 from the General Fund to the Building Fund as requested by the Fiscal Officer.

Roll Call Vote: All Ayes Motion Carried

Arnold	ABSENT
Beasley	AYE
Bell	AYE
Kowalski	ABSENT
Pastron	AYE
Schaltenbrand	AYE
Williams	ABSENT

Cross millennial transfers will be presented in January, 2019.

Gifts:

There were no gifts to the Library in November, 2018.

Director's Report:

William touched on the author event on November 10, which was very well received, and the feedback was all positive. William thanked Gerry Vogel and staff for a job well done.

William noted that our portable planetarium, Starlab, was taken to Troy Intermediate School, where staff and students observed the night sky. It was noted that this was an excellent outreach opportunity.

William advised that the Strategic Plan will need to be updated in 2019, and he'd like to wait until our new Trustee is in place, to roll out the actual plan. William stated we could use a facilitator to help with the process, and he has been in contact with NEO and the State Library. This will be on our agenda next month for further discussion. Betsey noted that in the past, the Board met with department heads and asked what their vision was for the Library. We then turned the Strategic Plan over to the department heads. William noted that facilitators like NEO and the State Library believe strongly in working with the community for public input.

William advised that a former employee, Ralph Nusser, passed away in September.

William stated that the credit card policy will undergo some changes at the state level, in order to curb abuse. We will have a draft policy that will include a compliance officer to be named, which will require additional reporting. We currently have all recommended safeguards in place.

Statistics:

We have seen increases in Adult Fiction, and Children's Non-Fiction, and Teen Fiction. We have new software, and if the Board is interested in specific services, they can be categorized differently. We could do a quarterly review of our databases. Some

discussion of DVD's, streaming and digitization took place. The question was asked, do we have any way to digitize? William noted we don't have that capacity. Gerry noted that our Roku's can stream everything. William advised we need to look more closely at our DVD collection regarding digital disclosure, as this was not an issue when they created these models. We do have the technology to digitize home movies. William Beasley asked about VHS and Gerry responded yes. William advised the December guide gives a detailed description of our lending services.

Unfinished Business:

Steve Parsons accepted the trustee vacancy that will be created at the end of this year. The next step is school board approval. Steve is currently out of town and, therefore unable to attend this Board meeting. However, he will be here for the January meeting. It was noted that the Board of Education meets on January 8, 2019, so Steve could be sworn in at the January 10th Board meeting.

Betsey Bell moved and William Beasley seconded to adopt Resolution #2617-18, requesting the appointment by the Avon Lake Board of Education of Steven Parsons to the Avon Lake Public Library Board of Trustees for a 7 year term, commencing January 2019 through December 31, 2025.

2617-18
Approve New
Trustee

Roll Call Vote: All Ayes Motion Carried

Arnold ABSENT
Beasley AYE
Bell AYE
Kowalski ABSENT
Pastron AYE
Schaltenbrand AYE
Williams ABSENT

New Business:

William noted that the sound masking quote came in under \$10,000, and we are going to move forward with that project. Betsey asked where it would be installed. Gerry stated it will be where people's privacy is required. It will not stop loud music from happening. William noted it will primarily be used where people are sitting, and it will stop before the Children's department. The cost is under \$10,000 and, therefore, Board approval is not required.

Matthew Pastron moved and Betsey Bell seconded Resolution #2618-18, to convene into Executive session at 7:58 p.m. to discuss compensation for the Director, Fiscal Officer, and non-bargaining employees.

Executive session ended at 8:10 p.m.

2618-18
Approve
Executive
Session

2619-18
Approve wage
increase non-
bargaining

Betsey Bell moved and Matthew Pastron seconded Resolution #2619-18, approving a wage increase of 3 percent for those non-bargaining employees designated by the Director (excluding the Director and Fiscal Officer), effective the pay period that includes January 1, 2019.

Roll Call Vote: All Ayes Motion Carried

Arnold	ABSENT
Beasley	AYE
Bell	AYE
Kowalski	ABSENT
Pastron	AYE
Schaltenbrand	AYE
Williams	ABSENT

2620-18
Approve wage
increase for
Director and
Fiscal Officer

Betsey Bell moved and Matthew Pastron seconded Resolution #2620-18, approving an increase of 3 percent for the Director and Fiscal Officer, effective the pay period that includes January 1, 2019.

Roll Call Vote: All Ayes Motion Carried

Arnold	ABSENT
Beasley	AYE
Bell	AYE
Kowalski	ABSENT
Pastron	AYE
Schaltenbrand	AYE
Williams	ABSENT

With no further business to discuss, the meeting adjourned at 8:14 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, January 10, 2019.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary