

2042-18

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, February 8, 2018 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Steve Lavelle, Rebecca Schaltenbrand, and John Williams. Also present were Director William Rutger, Assistant Director Gerry Vogel, Public Relations/Marketing Coordinator Shea Alltmont, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo. Also in attendance was Matthew Pastron and Amy Grey, our practicum student, who will be with us until the end of March, 2018.

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

2555-18
Approve minutes
of regular
meeting

Steve Lavelle moved and Holly Moore Kowalski seconded to adopt Resolution #2555-18, approving the minutes of the regular meeting of January 11, 2018.

Call for Vote: All Ayes Motion Carried

2556-18
Approve minutes
of special
Meeting of
January 20

Holly Moore Kowalski moved and Steve Lavelle seconded to adopt Resolution #2556-18, approving the minutes of the special meeting of January 20, 2018.

Call for Vote: All Ayes Motion Carried

2557-18
Approve minutes
of special
Meeting of
January 27

Holly Moore Kowalski moved and Betsey Bell seconded to adopt Resolution #2557-18, approving the minutes of the special meeting of January 27, 2018.

Call for Vote: All Ayes Motion Carried

Fiscal Officer's Report:

Lorie detailed on the revenue side, that miscellaneous refunds and reimbursements were from a \$1,500 stipend from OLC for Emerging Leaders for Gina Kromhout, and a \$6,325 rebate for the light bulbs. We will be receiving an additional \$300 rebate for recently purchased bulbs. Lorie noted we are going to move all salaries except Substitutes into one line item. Betsey inquired about Materials, and a discussion ensued about encumbrances, and whether the budget includes the entire year. Lorie noted some categories are budgeted for the entire year, some are quarterly. Betsey inquired about J Video and encumbering ½ of their budget. Lorie advised Gerry created a Purchase Order for the first six months of the year. Discussion ensued regarding carry-over from last year's budget, and how that gets distributed. Open Purchase Orders are for a six month period, which works out well with our accounting system. We tried a yearly calculation, but found six months works best.

Lorie pointed out Bank Fees, which includes credit card processing. Lorie noted she is working with CMI, our accounting software, to update our check report to include a description on the Purchase Order. CMI is working on incorporating one more field into our report, which will fix this problem.

2558-18
Approve Fiscal
Officer's Report

Betsey Bell moved and John Williams seconded Resolution #2558-18, approving the Fiscal Officer's January 2108 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

2044-18

William noted that the theme of Summer Reading this year is “Libraries Rock”. Not only will we emphasize music, but Discovery Works and Children’s will be emphasizing geology also.

William went over the OLC Trustee Dinner schedule with our Board, noting that Wadsworth is probably the closest location, and that if anyone has interest in attending, we will take care of the details. William advised that there will be a Library Trustee Workshop at OLC in Columbus on March 10, 2018.

William advised that former Library Trustee Jim Moyse passed away on January 21, 2018.

William asked if there were any questions, and Steve asked how many people attended the Big Foot program. William noted that over 200 people attended the program.

Rebecca asked about the bike program and William advised that we will have the bikes and helmets available as soon as the weather breaks.

Unfinished Business: Matthew Pastron has been submitted to the School Board for approval, and the School Board meets next Tuesday. Our hope is that Matthew will be official in March. We should get confirmation and Matthew will be sworn in next month. William will issue a new Trustee roster. Matthew will be on the Building & Technology Committee. The other candidates were notified and a few candidates asked to be kept in consideration.

New Business: None.

With no further business to discuss, the meeting adjourned at 7:41 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, March 8, 2018.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary