

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on February 14, 2019 at 7:01 p.m. Trustees in attendance were: Cheryl Arnold, William Beasley, Betsey Bell, Holly Moore Kowalski, Steve Parsons, Matthew Pastron, and Rebecca Schaltenbrand. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo. Also in attendance was Alex Armstrong, a practicum student from Syracuse University. Assistant Director Gerry Vogel also joined the meeting.

William noted one addition to the agenda; a lighting project under New Business. Rebecca noted that no one was in attendance for the public comment portion of the agenda.

Rebecca administered the oath of office to new Board Trustee Steve Parsons.

William introduced Alex Armstrong, who is doing her practicum for her MLIS from Syracuse University.

Betsey Bell moved and Holly Moore Kowalski seconded Resolution No. 2636-19, approving the minutes of the regular meeting of January 10, 2019.

Call for Vote: All Ayes Motion Carried

We went next to the Director's Report due to technical difficulties with the projector.

### **Director's Report:**

William advised that the summer reading program will be done in collaboration with the elementary schools this year. This is a welcome change and will include a singular summer reading log.

William touched on our collection agency, Unique Management Services, noting our return on investment was \$10 to \$1 spent from 2016-2018. This includes collection materials and fees. We add a \$10 charge to any account that goes to collection, which also offsets the cost. The important thing is to get the materials returned to the Library, and Unique Management Services uses a non-aggressive approach and is successful.

William noted the Library was closed on Sunday, January 20 due to severe weather and a Level 2 snow emergency. We remained open on January 30-31, the two days schools were closed due to the extreme cold temperatures. We had a movie on Wednesday, and Thursday was our peak day.

We had a great day of positive public relations with a recent Elvis event on January 8, including write ups in the *The Press* and *The Plain Dealer*.

William stated Legislative Day is coming up, where Libraries gather to meet with state legislators and ask for their support. Trustees are welcome to come on April 9. Gerry Vogel and William will be attending. OLC handles a large portion of our advocacy with state legislators.

We have seen a large increase in scouting programs recently with our DiscoveryWorks Saturday Scouting Program.

2636-19  
Approve minutes  
of regular  
meeting

**Statistics:**

William highlighted the statistics overview. Overall we are seeing an increase in circulation, which is becoming a trend. Attendance is flat, but we've seen an increase in downloadable audio, DiscoveryWorks, and community and tutor room usage. William noted that with the increase in tutoring, the staff has been promoting the tutor rooms in the lower level as an alternative to the open meeting areas on the main floor.

**Fiscal Officer's Report:**

Lorie detailed the Revenue Report account number 101.890.48900 miscellaneous revenue of which \$8,200 is the money we received for the author visit from the Endowment Fund.

On the Expense Report, Lorie noted one transfer of funds moving money out of Star Ohio Building Fund into the Star Ohio Building checking account.

Lorie stated that it's the beginning of the year, and the February report will have a better picture of encumbrances. William Beasley asked about the telephone line expense and inquired if we've spent 75 percent of our budget for the year. Lorie noted the encumbrance amount is for the entire year, and we've only used \$832.94 of the \$12,835 encumbered amount.

Lorie noted that U. S. Protective Services is the new name for our alarm company.

Rebecca inquired if the three check signers were all set for the upcoming year, and Lorie advised everything was in order.

Holly Moore Kowalski moved and Cheryl Arnold seconded Resolution No. 2637-19, approving the Fiscal Officer's January 2019 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

**Gifts:**

There was one gift to the Library, as follows:

\$103.13 from Ann Parsons Klump in memory of John R. Parsons.

William Beasley moved and Betsey Bell seconded Resolution #2638-19, accepting the gift of 103.13 to the Library.

Call for Vote: All Ayes Motion Carried

**Unfinished Business:**

William noted that our Strategic Plan finishes at the end of this calendar year, and information is included in the packet regarding assistance with strategic planning from industry experts. The last two plans have been done with facilitation by board trustees. A snapshot comparing NEO to the State Library was reviewed. William advised that the

2637-19  
Approve Fiscal  
Officer's Report

2638-19  
Accept gifts

NEO package does have a cost, but you get a lot more attention to detail, and a lot more depth with their program. The State Library does a great deal less, and puts a lot of the work back on the Library. The State Library has also confirmed they cannot get us in until November, 2019. We can get started with NEO in June, and they will provide more in-depth analysis, internally and externally. NEO will assist with the process and write the final report. William feels that you pay for what you get, and NEO is a good value. Betsey Bell noted that she read through both comparisons, and that because we have several new board members, a professional facilitator and a company that knows the process will be beneficial. Betsey added \$4,800 is not a lot of money for the level of strategic planning outlined and it appears that we will be getting our money's worth. Discussion of timeline and place and posting it as an open meeting ensued, and William advised we can figure out dates and locations in the future. William noted the Director of NEO indicated she would be happy to come to our next meeting. Front-end planning was discussed, and William advised NEO will be helpful with that planning also. Betsey advised she would put together some questions for the next meeting. William advised he will see about having the director from NEO come to our March meeting. Discussion of the community survey and the start of the process took place. Also noted was whether to do a three year or a five year plan. William stated we can decide after our next meeting. Rebecca asked trustees to send any other questions to William.

**New Business:**

The endowment fund distribution was the next agenda item, and Betsey explained the process. Lorie noted that even though we keep these funds on hand, they earn interest. Rebecca advised holding the funds provides flexibility for accessing these funds for library events and purposes. The Board inquired if there is an advantage to not holding the income each year and Lorie replied “no, unless you were trying to reach a certain monetary endowment goal.”

**2639-19**  
Approve  
Endowment  
Fund Hold

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2639-19, holding the 2019 income from the Avon Lake Public Library Endowment Fund, totaling \$14,462.34 for future disbursement.

Roll Call Vote:

Motion Carried

Arnold	AYE
Beasley	AYE
Bell	AYE
Kowalski	AYE
Parsons	AYE
Pastron	AYE
Schaltenbrand	AYE

William went over the 6 Year Technology Plan, which Nick Kelley put together. William advised this is separate from the Building Plan. Discussion of computer replacement took place. Discussion of length of plan and replacement specifics took place. Also, upgrades in technology and back-up storage ensued. It was noted that it is extremely difficult to quantify some of these items.

William noted he included a copy of the Board of Trustees 2019 Timeline, which provides a snapshot of the upcoming year, including requirements imposed by the new credit card policy and added paperwork, and the upcoming 2020 levy.

William advised that we received a quote to have the lighting fixed in both entryways. Marty Flynn has been trying to get quotes for over a year. Because of the dropped ceilings and canned lights, most electricians state it can't be done and/or won't provide a quote. Recently Marty found two firms that would give us a quote. The lowest quote was from BCU Electric and the other quote included work to demolish and replace the ceiling so it was significantly higher. William worked with BCU Electric at the Ashland Library. The Friends Room was added because it also has dropped ceilings and canned lights. The quote is to replace all lights in both entryways and the Friends Room with LED lights. This will also require some rewiring. Some discussion ensued regarding structural issues, and disruption to Library services. William advised that this should be able to be done quickly with very little disruption to Library services.

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution No. 2640-19, approving the replacement of the North Entryway, South Entryway, and Friends Room lighting in an amount not to exceed \$13,000.00 to BCU Electric.

2640-19  
Approve  
Lighting  
Replacement

Roll Call Vote:

Motion Carried

Arnold	AYE
Beasley	AYE
Bell	AYE
Kowalski	AYE
Parsons	AYE
Pastron	AYE
Schaltenbrand	AYE

With no further business to discuss, the meeting adjourned at 7:58 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, March 14, 2019.

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Rebecca Schaltenbrand, President

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Cheryl Arnold, Secretary