

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, January 11, 2018 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Rebecca Schaltenbrand, and John Williams. Steve Lavelle was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Public Relations/Marketing Coordinator Shea Allmont, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

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

2547-18
Approve minutes
of regular
meeting

Betsy Bell moved and John Williams seconded to adopt Resolution #2547-18, approving the minutes of the regular meeting of December 14, 2017.

Call for Vote: All Ayes Motion Carried

Cheryl Arnold moved and Holly Moore Kowalski seconded Resolution #2548-18, approving the minutes of the organizational meeting of December 14, 2017.

2548-18
Approve minutes
of organization
meeting

Call for Vote: All Ayes Motion Carried

The following financial report for December, 2017 was presented and placed on file:

Total Unexpended Balance All Funds \$2,270,927.42

Fiscal Officer’s Report: Lorie noted that the bank balances have increased by \$275,000. Interest income for the Building Fund was \$6,752 and \$75,000 was transferred from the General Fund into the Building Fund at the end of the year. Lorie detailed the 2017 Permanent Appropriations Budget report showing what we appropriated, and noted we were under budget in Salary and Benefits. Supplies came in on point. Lorie noted that under Materials, we have encumbered \$24,000 for invoices that have not yet been received. Some discussion ensued about encumbrance balances, and Lorie advised that in the first three months of the year we will have a carryover from 2017 that we will pay invoices against. Lorie stated we were over on the Capital Outlay due to SIRSI expenses and we made the decision to buy additional computers. Some discussion of the salary line item ensued. Lorie noted it is a struggle to be accurate with health insurance, but we are under budget, and health care should stabilize this year. Betsey inquired about Professional wages being over, and Lorie advised that this is an issue with the payroll system; it would be very cumbersome to break out OPERS detail. Some discussion of Substitute wages took place, and it was decided to keep Substitute wages separate. Betsey inquired about grouping all together, and if there was a problem, would we be able to break it out and find the problem. Lorie advised she thought it made more sense to break out by department, and William noted we would be able to investigate and find the problem.

Rebecca inquired about Legal Services, and Lorie advised that this line item is always high in the third year, due to union negotiation.

Lorie noted that our electricity costs have decreased, and we are seeing results based on changing out the lights.

2549-18
Approve Fiscal
Officer's Report

John Williams moved and Betsey Bell seconded Resolution #2549-18, approving the Fiscal Officer's December 2017 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Lorie touched on cross millennial transfers, noting that she had enough money in Contingency to move out \$19,399, which will need to be ratified.

2550-18
Approve Cross
Millennial
Transfer

Betsey Bell moved and Cheryl Arnold seconded Resolution #2550-18, ratifying the Cross Millennial transfer of \$19,399 from the Contingency account to the General Fund.

Roll Call Vote: All Ayes

Motion Ratified

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

Gifts: There was one gift to the Endowment Fund in December, 2017 of \$250.00 from Carolyn Watts because she "loves" the Library.

2551-18
Accept Gifts

Betsey Bell moved and Cheryl Arnold seconded Resolution #2551-18, accepting the December, 2017 gifts to the Endowment Fund, totaling \$250.00.

Director's Report: William noted that he has had several meetings with Ted Esborn, Economic Development Director for the City of Avon Lake. Ted is working with Lorain Community College and smaller business interests in offering Workforce Development at the Library with their staff. Workforce Development is looking to expand, and we will work together toward this goal.

William touched on "Tuesdays with Technology" where a booth is set up along the Avenue showing off some of our digital devices and services. Vendors also come to interface with patrons. We are encouraging people to become aware of our technology. William noted "passports" have been passed out to staff for the next 16 weeks, and vendors will also be here to train staff and patrons.

We will also be partnering with Sylvan Learning Centers to offer practice ACT exams, and we've been advised that the PTA is very happy with this project. Our Children's Department is expanding its outreach in two ways. First, story times continue at the Goddard school on Route 83, and the Somerset Apartments. We had our first LCLAC meeting in December, 2017. Dollar Denim Day gathered \$162.00 for CRS during 2017.

We have an MLIS-Practicum student doing her training here who will be attending a future Board Meeting.

Whitey, the piebald deer, will be here on January 25, 2018, and will be on display somewhere around the Gallery where we can keep an eye on him. Whitey is on a platform, and we will have him secured. We will have a panel discussion at 6:30 p.m., with guests from Love-A-Stray and Metro Parks Amiee Potomic, who will give an overview of Whitey. Discussion ensued about insurance to cover any damage to Whitey. William advised he would follow up with our insurance agents to check on coverage.

William touched on the A-1 mystery and we have been receiving questions about it. The recent ALA podcast wanted to keep it open ended, and we were in favor of keeping it a mystery. The Press recently picked it up because they have a new reporter.

We have been invited to do a Board swap with Westlake/Porter Library, where we would attend the Wednesday, May 16 Board Meeting at 6:30 p.m., and they would come to our September meeting. William told Andrew, the Director at Westlake/Porter Library, that he would run this by you. Betsey noted we will send a representative.

Unfinished Business: The Trustee vacancy was the next agenda item, and Trustees decided they would interview all six candidates on two consecutive Saturdays; January 20 and January 27, starting at 9:00 a.m., consisting of a half hour interview, and a fifteen minute break in between. Right after the last interview on January 27, Trustees will have a meeting to pick the new Board member. William advised he will try to contact the candidates, setting them up in the order they were received. William will keep Trustees updated, and noted that the School Board meets on February 13, 2018. Betsey noted the new Trustee won't join us until the March Board Meeting, as our February Board Meeting is on February 8, 2018. Rebecca noted that the new Trustee can attend the February meeting and be ready to go on March 8, 2017. Rebecca inquired if the Trustee applicant questions are acceptable, and everyone agreed they've worked well in the past.

With no further business to discuss, the meeting adjourned at 7:44 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, February 8, 2018.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary