

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on January 10, 2019 at 7:01 p.m. Trustees in attendance were: Cheryl Arnold, William Beasley, Betsey Bell, Holly Moore Kowalski, Matthew Pastron, and Rebecca Schaltenbrand. Also present were Director William Rutger, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo.

Rebecca noted the following additions to the agenda; a motion for an Endowment Fund request. Also added were a motion for cross millennial transfers and a motion to approve the December Organizational Meeting Minutes. There were no public comments.

2627-19
Approve minutes
of regular
meeting

Betsey Bell moved and Cheryl Arnold seconded Resolution No. 2627-19, approving the minutes of the regular meeting of December 13, 2018.

Call for Vote: All Ayes Motion Carried

2628-19
Approve minutes
of organizational
meeting

Cheryl Arnold moved and William Beasley seconded Resolution No. 2628-19, approving the minutes of the organizational meeting of December 13, 2018.

Call for Vote: All Ayes Motion Carried

Fiscal Officer’s Report:

Lorie advised that revenue was only short \$9.48 from what we had budgeted. The Building Fund ended the year with \$15,721.27 in interest income. Lorie stated that on the Expense report, everything was within budgeted amounts. Encumbrance money is still listed, and we will clear that all out in April. Any unencumbered funds go back to the General Fund. William Beasley inquired about the Children’s Summer Reading line item being at 74 percent unspent. William Rutger advised that some expenses overlap accounts, and that the Friends of Avon Lake Public Library pay for a big majority of summer reading, including presenters. We could possibly roll those back together for 2019. William Beasley inquired about water and sewage expenses and why we only used one half of what we were expecting. Lorie noted that we haven’t received our last invoice for the last quarter of 2018, and that may be why. Lorie noted that we paid every invoice that was received by the end of the year. Some discussion of Technology and Hardware took place. Lorie noted that we provide a budget for Nick, who develops a plan for purchasing new hardware. We then have the funds on hand if we need them quickly. Some discussion of software took place, including Adobe products and their new pricing platform. Lorie stated when we do our permanent budget for 2019, we will compare 2018 and make appropriate adjustment. Discussion of Unique Collection Agency took place, and William stated that we pay a fee for each transaction. However, we get a lot of our materials back thanks the services of Unique, along with a monthly report that shows how much was returned and collected. William reminded the Board that the return of library items is more valuable than the actual fines collected.

2629-19
Approve Fiscal
Officer’s Report

Betsey Bell moved and William Beasley seconded Resolution No. 2629-19, approving the Fiscal Officer’s December 2018 report, and monthly financial statements.

Call for Vote: All Ayes Motion Carried

Discussion of cross millennial transfers ensued, and Lorie noted they are made at the end of the year, from contingency.

Holly Moore Kowalski moved and Cheryl Arnold seconded Resolution No. 2630-19, approving the cross millennial transfers as presented by the Fiscal Officer.

2630-19
Approve Cross
Millennial
Transfers

Roll Call Vote:

Motion Carried

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

Gifts:

There was one gift to the Library Endowment Fund, as follows:

\$250.00 from, and in honor of, the Honold family.

2631-19
Approve Gifts

Holly Moore Kowalski moved and Betsey Bell seconded Resolution No. 2631-19, approving the gift of \$250.00 to the Library Endowment Fund.

Call for Vote:

All Ayes

Motion Carried

Director's Report:

William touched on the PLF, noting that the statewide December total distribution was almost 2.6 million more than the December 2017 distribution. William noted that our Story Time programming was a huge hit with almost 8,000 attendees, and our outreach story times reach all five day cares, with 81 visits and 2,300 kids in attendance. Special Needs Programming continues to grow, and DiscoveryWorks and Children's are working together on sensory friendly programming. William stated that the Children's Department is sponsoring "A Blizzard of Books" for the winter reading challenge. We also have a new text service at the Information Desk, phone number 440-933-INFO (4636). William discussed the OLC Trustee Workshops in Columbus.

Statistics:

Circulation is up once again. Attendance was down 46 percent, and we believe weather played a big role. William noted we were closed more days last December. Even with down attendance, our circulation was up 3 percent.

Unfinished Business:

William noted we need to adjust the Fiscal Officer's wage adjustment, which hasn't yet gone into effect. At the last meeting the 3 percent increase was approved, but the stated hourly rate was miscalculated.

2091-19

Rebecca Schaltenbrand moved and Betsey Bell seconded Resolution No. 2632-19, adjusting the Fiscal Officer’s hourly wage to reflect the prior approved 3 percent increase from \$42.13 to the corrected \$40.93, effective the pay period that includes January 1, 2019.

2632-19
Approve Fiscal
Officer wage
increase

Roll Call Vote:

Motion Carried

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

William touched on monthly statistics, which are in the process of being updated. We are looking at ways to improve this report.

New Business:

William stated that our Credit Card policy went from one paragraph to five pages due to requirements imposed by the Ohio General Assembly. We have until February to put the revised policy in place, and it mirrors the OLC sample credit card policy. Discussion ensued about basic credit card policies, union personnel, and that our Compliance Officer will have to give a reporting to the Board every six months. William advised he will be the Compliance Officer, and Lorie will monitor his credit card activity.

William Beasley moved and Holly Moore Kowalski seconded Resolution No. 2633-19, approving the revised Credit Card Policy as presented.

2633-19
Approve
Revised Credit
Card Policy

Roll Call Vote:

Motion Carried

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

Betsey Bell moved and William Beasley seconded Resolution No. 2634-19, appointing William Rutger, Director, as Compliance Officer in accordance to the Credit Card Policy.

2634-19
Appoint
Compliance
Officer

Voice Vote:

All Ayes

Motion Carried

Strategic Plan:

Copies of the current Strategic Plan were part of the January board packet, and William noted he highlighted all items that have been completed. Items designated “Not Achieved” are where we can focus, and one significant area would be new job descriptions. Rebecca noted that we need a new Strategic Plan, and the last one was done in 2015. William noted we have been looking at third party organizations to help us craft a new Strategic Plan.

2092-19

William has reached out to NEO and the OLC. There is some cost with NEO, State Library is free. Betsey stated she'd like to hear from William, the pros and cons of both services. William advised he'll provide a snapshot of options. William advised he is on the NEO-RLS Board, and he has heard positive feedback from other Libraries who have used NEO in the past.

Building Plan Update:

William advised that one project will be to renovate bathrooms, and he will speak to the Building Committee. Betsey requested new chairs for the conference room. Rebecca noted the employee lounge. William noted that way finding signage will be one project, as we have no signage at the back of the building. William advised that Nick is exploring off site storage, where you can obtain space on outside servers, as Nick takes disks home for back-up. A brief discussion of the sound masking equipment took place. William noted it will be completed later this month. William advised he'd like to see the lighting changed by our entry way, our current set up is rather dark.

Endowment Fund Request:

Discussion of the author visit took place, there was some discussion about the value of such an expenditure. William noted this is good publicity for the Library as we partner with the schools to bring in a well-known author for this "Community Reads" project. This will be a free ticketed event, and there will be additional events tied to this author visit. The author chosen by the school community is Hillary Jordan and the book is titled *Mudbound*. William noted that the Endowment Fund can be used for this type of expenditure. Rebecca added that she attended the last author visit, and it was very well attended, with over 300 people in the Library and was an excellent partnership opportunity with the schools. William noted that we will have copies of the book on hand to share with the public and this is an event that is at the core of the library's mission. Betsey noted the Endowment Fund is not taxpayer money and a community reading event such as this is an excellent event for the utilization of Endowment funds.

Rebecca Schaltenbrand moved and Holly Moore Kowalski seconded Resolution No. 2635-19, authorizing an expenditure from interest earned on the Avon Lake Public Library Endowment Fund, held by the Community Foundation of Lorain County, for the purchase of an author visit from Hillary Jordan for the *Mudbound* Community Read event, not to exceed \$8,500.

2635-19
Approve
Endowment
Fund
Expenditure

Roll Call Vote:

Motion Carried

Arnold	AYE
Beasley	AYE
Bell	AYE
Kowalski	AYE
Pastron	NAY
Schaltenbrand	AYE

2093-19

With no further business to discuss, the meeting adjourned at 8:12 p.m. The next regular meeting of the Avon Lake Public Library Board of Trustees is Thursday, February 14, 2019.

Rebecca Schaltenbrand, President

Cheryl Arnold, Secretary