

2061-18

President Rebecca Schaltenbrand called to order a meeting of the Avon Lake Public Library Board of Trustees on Thursday, June 14, 2018 at 7:00 p.m. Trustees in attendance were: Cheryl Arnold, Betsey Bell, Holly Moore Kowalski, Rebecca Schaltenbrand, and John Williams. Matthew Pastron was absent. Also present were Director William Rutger, Assistant Director Gerry Vogel, Communications Manager Shea Allmont, Fiscal Officer Lorie Scheer, and Fiscal Assistant Maureen Minadeo. William Beasley, who will be joining the Board of Trustees tonight was also in attendance.

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

William Beasley was sworn in by Rebecca Schaltenbrand and recited his oath of office.

Cheryl Arnold moved and Holly Moore Kowalski seconded to adopt Resolution #2584-18, approving the minutes of the regular meeting of May 10, 2018, with one change regarding the start time of the Executive Session.

Call for Vote: All Ayes

Motion Carried

Fiscal Officer's Report:

Lorie noted the revenue received and went over our bank balance at the end of the month. Lorie touched on the Expense Report and stated there are several negative balances in the unencumbered which will be cleaned up by transferring funds. Discussion of E-books and the need to increase the budget because of high usage numbers ensued. Original budget was \$26,000, and should be \$30,000 - \$33,000.

Lorie noted that the check report had two formats; the first format is the summary. The second report gives the description on the purchase order. Lorie demonstrated how to trace the description on the two reports. Cheryl inquired about a late fee, and Lorie advised there was no late fee from that vendor.

John Williams moved and Betsey Bell seconded Resolution #2585-18, approving the Fiscal Officer's May 2018 report, and monthly financial statements.

Call for Vote: All Ayes

Motion Carried

Gifts:

There were two gifts to the Library as follows:

Nancy Chadwick donated \$25.00 in memory of Mary "Robbie" Stutson.

Paulette Williams-Sislowksi and Ron Sislowksi donated \$25.00 in honor of Ruth and Jim Roden for their 45th wedding anniversary. William noted Ruth is an Adult Page here at the Library.

2584-18
Approve minutes
of regular
meeting

2585-18
Approve Fiscal
Officer's May
2018 Report

2062-18

There were nine gifts to the Endowment Fund, as follows:

William Rutger and Gerry Vogel donated \$100.00 in honor of Tony Tomanek for his support of the Library, staff, and community.

Ronald and Maureen DiGiacomo donated \$100.00 in memory and honor of Dr. and Mrs. T.L. Smith.

Dan and Marty Cotton donated \$67.50 in memory and honor of Dr. and Mrs. T.L. Smith.

Tom and Lois Smith donated \$200 in memory and honor of Dr. and Mrs. T.L. Smith.

Bruce and Carol Miller donated \$25.00 in memory and honor of Dr. and Mrs. T.L. Smith.

Catherine Kimmet donated \$75.00 in memory and honor of Dr. and Mrs. T.L. Smith.

Timothy and Jeanne Regan donated \$20.00 in memory and honor of Dr. and Mrs. T.L. Smith.

Tom and Rita Harper donated \$62.50 in memory and honor of Dr. and Mrs. T.L. Smith.

Joe and Marian Guzzo donated \$50.00 in memory and honor of Dr. and Mrs. T.L. Smith.

Total gifts to the Library of \$750.00 for May, 2018.

Betsy Bell moved and Cheryl Arnold seconded Resolution #2586-18, approving gifts to the Library and Endowment Fund in the amount of \$750.00.

2586-18
Approve Gifts

Call for Vote: All Ayes

Motion Carried

William touched on the staff in-service day; there was a good deal of positive feedback from staff, and some suggestions for future programs.

William advised that Shea Allmont contacted NOPEC regarding a possible energy bike donation. A collaborative effort with Erieview and Redwood Schools and NOPEC's AEGIS (Activating and Energizing Girl's in Science) resulted in the donation of a \$7,500 Energy Bike, which is powered by the back wheel. The bike is housed in Discovery Works, and is all self-contained.

William noted that the music lending program kick-off was a big success; local students from the Rock Academy sang and played guitars. Channel 19 also came in and did an interesting story on the guitar lending program. William stated that ongoing guitar lessons are going very well.

William stated that Connie Field has contacted the Library about permanent placement for Whitey. Discussion took place, and Betsey stated she thinks Whitey should go to the Lorain County Metroparks. William noted that there is a strong feeling from Love-a-Stray about Whitey, and people do come in and inquire about him. Betsey mentioned this not being in line with our business model,

and Cheryl Arnold advised we could state that we appreciate the opportunity but we respectfully decline.

Shea gave a presentation about Branding to the Trustees, explaining how the process works, and how we have an outstanding reputation within the community. We chose Kiwi Creative to help design the logo, and they clearly understood the mission. The design was approved by a committee of seven staff, representing each department in the Library. Triangle shapes were carried over from the former logo. Much discussion followed regarding time period roll out of the new design. William advised we will pick a date to go live, and Shea stated that we need to be consistent. William stated we are looking for the Trustee's input and opinion regarding the logo, and ultimately their approval. The Trustees decided to think about it and put it on the July meeting agenda.

Rebecca indicated a thumbs up for the logo. John Williams inquired about funding of the logo, and William stated it came out of our operating budget. William asked the Board to send any questions they have concerning the logo to him.

Statistics:

William noted strong gains in circulation of the bike program and digital media. Audiobooks are up 42 percent, and we should have a conversation about becoming more comfortable with that medium.

Circulation is becoming more heavily computerized in locating it and accessing it. The new items, bicycles and guitars, along with self-checks are up.

New Business:

Lorie detailed that the 2019 proposed appropriations budget needs to be approved today, because it needs to be approved by the School Board by July 20, 2018. The permanent budget goes into effect in March of the following year. Lorie noted that she used the exact figures for the PLF that we were certified for the budget. Encumbrance is an estimated guess. John inquired about healthcare increases, and Lorie advised that she got an estimate of a 6.58 percent increase. Also, after you have been on the plan for a certain time period, they have premium holidays. Every participant that qualifies will get a three month holiday premium. Lorie advised we have several new employees going on the plan. Lorie stated she will fine-tune the budget with regard to Audiobooks and Downloadable media, and increase those budgets accordingly.

Rebecca Schaltenbrand moved and John Williams seconded Resolution #2587-18, approving the 2019 Final Appropriations Budget at the millennium levels of:

1000/Salaries and Benefits for \$2,019,487

2000/Supplies for \$36,900

3000/Operations & Contracts for \$530,251

4000/Materials for \$315,000

